

MINUTES OF NON-COMPULSORY CLARIFICATION MEETING

Tender Number: 050G/2026/27

Tender Description: The Supply and Delivery of Electricity Meters

Date: 04 September 2026

Time: 09:00 to 09:30

Platform: Microsoft Teams (Virtual Meeting)

1. Opening and Welcome

Chairperson welcomed all attendees and introduced representatives from the City of Cape Town Electricity Generation and Distribution Department and Supply Chain Management.

The following was noted:

- The meeting was being recorded for the purpose of compiling minutes.
- Attendees were requested to enter their names and contact details in the chat for attendance purposes.
- The meeting was non-compulsory.
- The minutes would be published on the City of Cape Town website and circulated through a notice to all tenderers.
- The purpose of the meeting was to highlight important tender requirements, address common issues experienced in previous tenders, and assist tenderers in understanding the tender documentation.
- The meeting was not a question-and-answer session.
- Any clarification requests must be submitted in writing to **SCM.Tenders23@capetown.gov.za**.

2. Tender Information and General Requirements

The Chairperson highlighted the following:

- The contract period will be **not exceeding 24 months from the commencement date of the contract**, with the contract ending on **30 November 2028**.
- The tender closing date is **28 September 2026 at 10:00**.

- Tenderers must read the tender document carefully and ensure that all required sections are completed.
 - Incomplete submissions, omissions, or missing information may result in a tender being declared non-responsive.
 - Supporting documentation must be properly indexed and referenced.
 - All returnable schedules must be completed and signed.
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3. Contract Documentation

Reference was made to pages 25 to 27 of the tender document.

Tenderers were informed that:

- **Form of Acceptance (C.2.2), Contract Data (C.2.3), Pricing Agreement (C.2.4), and the Occupational Health and Safety Agreement** are not required to be completed at tender submission stage.
 - These documents will only be issued and completed by successful tenderers at contract award stage.
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4. Schedule F.4: Preference Points Claim

The Chairperson referred tenderers to **Notice 1** previously issued.

Tenderers were reminded that:

- When claiming preference points, adequate proof must be submitted as required.
 - Proof must be clearly referenced to the applicable sections of the submission.
 - Where sufficient proof cannot be located during evaluation, the claimed preference points will not be awarded.
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5. Schedule F.10: Proposed Deviations and Qualifications by Tenderer

The Chairperson discussed Schedule F.10 and Clause 2.3.7.2 of the Standard Conditions of Tender.

Tenderers were advised that:

- Any proposed deviations or qualifications must be declared in Schedule F.10.

- Where deviations are included in a covering letter, such deviations must be referenced in Schedule F.10.
 - If no deviations are proposed, Schedule F.10 must be completed, marked “**NIL**”, and signed.
 - Material deviations affecting scope, quality, performance, risks, responsibilities, or competitiveness may render a tender non-responsive.
 - Material deviations appearing anywhere in a submission, including covering letters and supplementary documents, may lead to disqualification.
 - Tenderers were encouraged to consult their legal departments before submitting any qualifications.
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6. Schedule F.13: Information to be Provided with the Tender

The following mandatory information must accompany the tender submission:

1. Supporting technical documentation demonstrating compliance with the specifications.
2. Schedule F.13A: Extra Spare Parts List.
3. OEM Authorisation Letter (where the tenderer is an authorised reseller and not the manufacturer).
4. Schedule F.13B: Table of Non-Compliance.
5. Schedule F.13C: Table of Stated Returns.

Failure to provide the required information may affect responsiveness.

7. Appointment of Tenderers

The appointment methodology was explained as follows:

- The City intends appointing **two tenderers per main item**, namely:
 - A highest-ranked tenderer (the “winner”); and
 - An alternative tenderer.
 - If insufficient responsive tenders are received, the City reserves the right to appoint fewer tenderers or make no appointment.
 - Orders will be allocated on a **winner-takes-all basis**, with work first offered to the highest-ranked tenderer.
 - Should the winner decline an order, the opportunity may be offered to the next-ranked appointed tenderer.
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8. Samples

Tenderers were reminded of the sample requirements:

- A sample of each item tendered, together with supporting documentation, must be delivered to:

Senior Superintendent: Measurement Laboratory

4 Melck Street

Ndabeni

- Samples must be submitted within **7 working days after tender closing date**.
 - Each sample must clearly indicate the applicable price schedule item number.
 - Samples will not be returned.
 - Failure to submit samples within the prescribed period may result in a tender being declared non-responsive.
 - Samples must be new and unused.
 - Samples must be supplied with:
 - SANAS or ISO/IEC 17025 accredited calibration certificates; and
 - Calibration stickers attached to the meters.
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9. Penalties and Delivery Requirements

The Chairperson highlighted the delivery requirements and penalty provisions.

Delivery Period

- The maximum delivery period is **12 weeks from order**.
- Delivery periods exceeding 12 weeks will render a tender non-responsive.
- Shorter delivery periods may be offered.

Penalties

- A penalty of **1% per week**, up to a maximum of **5%**, will apply for late delivery.
- All meters are subject to compliance testing upon delivery.
- Where meters fail compliance testing and replacement meters are not supplied within the required timeframe, the outstanding quantity will be regarded as late delivery and penalties will be applied.

The Chairperson specifically cautioned tenderers that rejected meters returned following compliance testing would not stop the penalty period from running.

10. Price Schedule and Contract Price Adjustment (CPA)

Tenderers were reminded that failure to comply with pricing requirements may result in non-responsiveness.

The following requirements were highlighted:

- Tenderers offering for:
 - Item 1 must also price Item 1.1.
 - Item 2 must also price Item 2.1.
 - Item 11 must also price Item 11.1.
 - Main items and their associated sub-items will be evaluated together.
 - Prices must be provided for:
 - Year 1
 - Year 2
 - Prices for both years are firm.
 - The Contract Price Adjustment provisions are subject to the submitted Year 1 and Year 2 pricing.
 - No escalation applies during the firm-price periods.
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11. Technical Specifications

The Chairperson highlighted the following specification requirements:

- Items **1 to 4 and 10 to 11** must comply with the detailed technical specifications contained in the tender document.
 - Items **5 to 9** must fully comply with the latest German **VDE FNN Specifications**.
 - A machine-translated version of the FNN specifications will be provided upon written request due to the size and complexity of the document.
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12. Common Reasons for Tenders Being Declared Non-Responsive

The Chairperson highlighted the most common causes of disqualification in previous tenders:

12.1 Own Terms and Conditions

Tenderers must not include their own terms and conditions within their submissions. The City of Cape Town's contractual terms and conditions apply.

12.2 Non-Compliant Batteries

Meters containing batteries soldered onto internal circuit boards are not compliant.

The specification requires batteries to be:

- Easily accessible;
- Field replaceable; and
- Replaceable by City maintenance staff.

12.3 Missing OEM Authorisation

Where applicable, OEM authorisation letters must be submitted.

Failure to do so may result in the tender being declared non-responsive.

12.4 Missing Calibration Certificates

Calibration certificates must accompany all submitted samples and must be issued by an accredited ISO/IEC 17025 laboratory.

12.5 Schedule F.10

Failure to properly declare deviations and qualifications in Schedule F.10 has previously resulted in tenders being declared non-responsive.

13. Final Reminders

Tenderers were reminded to:

- Read the tender document thoroughly before preparing submissions.
- Ensure all required documentation is submitted.
- Clearly index and reference all supporting documentation.
- Complete and sign all returnable schedules.
- Ensure pricing aligns with the specifications.
- Submit clarification requests in writing to the email address contained in the tender document.
- Note that the meeting minutes will be circulated to all tenderers who obtained the tender documents.

14. Closure

The chairperson thanked all attendees for their participation and interest in supplying products to the City of Cape Town.

SCM representative confirmed that Supply Chain Management had no further matters to raise.

The meeting was declared closed at approximately **09:30**.

Minutes prepared by:

Chairperson

Electricity Generation and Distribution Department

City of Cape Town