



**Western Cape
Government**

FOR YOU

Department of the Premier

FMA 0007-2025/26

Procurement of a Demand Side Management (DSM) Municipal Advisor for the Western Cape Municipalities

NON-COMPULSORY BRIEFING SESSION

**16 September 2025 at 10H30
via MS Teams**

Session will start at **10H35**

BRIEFING PROCEEDINGS

- One (1) representative per Bidding company present must state their name, the Bidding in representation, e-mail address and contact number in the **chat box feature** (liaison person).
- The meeting will be electronically **recorded** and **transcribed** via MS Teams. 🎤
- Bidders may populate their questions in the chat box during the presentation and answers will be addressed during the **Q&A session**, preferably Bidders are to hold questions for the Q&A.
- When populating questions in the chat box, bidders are required to **state their name** and **Bidding company** in representation.
- Questions and answers, presentation will be **communicated via e-mail to all present**.
- Bidders are requested to acknowledge the message in the chat box feature, as receipt that the bidder has read and understands the information, by means of a thumbs up 👍

AGENDA

1. Purpose and Contract Period
2. Background
3. Scope Outline (High-Level)
4. SCM process outlined
5. Closing date and time details
6. Questions and Answers

PURPOSE

1. The Department of the Premier wishes to invite potential bidders to submit proposals for the provision of **Demand Side Management Municipal Advisory Support Services** to the Western Cape Government (WCG).
2. Bidders must deliver the above services for the period of up to the **31st March 2028. (Work to commence as soon as the bidder is appointed).**
3. To clarify and outline the expectations of the required service.
4. The purpose of this session is to answer any questions that potential bidders may have in relation to the bid specifications.

BACKGROUND

1. The Department of the Premier ('the Department') seeks to appoint a service provider with extensive relevant skills, expertise, and experience to provide DSM advisory services for Western Cape Municipalities (up to the end of March 2028).
2. The Department requires the successful bidder to provide Municipal DSM Advisory Support.
3. The DSM municipal advisor work, to be undertaken by the successful bidder under this contract, forms the basis of identifying and supporting selected municipalities to be able to implement DSM in their municipal areas (either municipal facilities or at municipal customers embedded in the municipal network) and contribute demand reductions towards decreasing pressure on the grid and using the grid more flexibly / optimally.

Scope Outline (High-Level)

SCOPE – DEMAND SIDE MANAGEMENT (DSM) MUNICIPAL ADVISOR

1. The Department requires the successful bidder to provide the following scope of services:
2. The required scope is listed below:
 - 1) Assessment and design of DSM initiatives for municipalities.
 - 2) The development of business cases per DSM initiative.
 - 3) Development of DSM implementation frameworks and costing models.
 - 4) Assist municipalities with appointment of an Energy Services Company (ESCO).
 - 5) Review Measurement and Verification activities related to DSM initiatives.
 - 6) Support for pilot projects and monitoring and evaluation of DSM impact.
 - 7) Technical advisory on load shifting, peak shaving, and energy efficiency interventions.
3. Following engagements and consultation with Western Cape municipalities, possible priority DSM initiatives have been identified for thirteen (13) selected municipalities as listed in **Table on the next slide:**

SCOPE – DEMAND SIDE MANAGEMENT (DSM) MUNICIPAL ADVISOR

#	Municipality	Proposed Priority Initiatives
1	Breede Valley	1. Smart metering 2. Variable speed drive (VSD) retrofits at municipally owned facility/s
2	Swellendam	1. Smart metering 2. Street lighting retrofits 3. Residential Hot Water Load Control (RHWLC)
3	Witzenberg	1. Building management systems (BMS) & lighting retrofit for main admin and workshops 2. Street lighting retrofits 3. Load curtailment for large power users
4	Oudtshoorn	1. Street lighting retrofits 2. Smart metering 3. RHWLC
5	Matzikama	1. Smart metering 2. Street lighting retrofits
6	Drakenstein	RHWLC
7	Mossel Bay	RHWLC
8	Overstrand	RHWLC
9	Stellenbosch	1. RHWLC 2. Variable Speed Drives
10	Berg Rivier	1. RHWLC 2. Variable Speed Drives
11	Saldanha Bay	RHWLC
12	Beaufort West	RHWLC
13	Kannaland	RHWLC

SCOPE – DEMAND SIDE MANAGEMENT (DSM) MUNICIPAL ADVISOR

1. The Department requires the successful bidder to provide technical direction and strategic advice to achieve the identified outcomes as mapped out in the three phases below:
 1. Project Inception requires the successful bidder to review the information related to each of the 13 municipalities (but not limited to), which the Department will provide the successful bidder. The successful bidder shall make recommendations as to which DSM initiative (as suggested in Table 1), would be the best to implement. These recommendations will be presented in the form of a business case.
 2. Project Implementation will focus on implementation of the approved DSM initiative at the municipality. The successful bidder must also assist municipalities with the appointment of an Energy Services Company (ESCO), that will be responsible for rolling out the DSM initiative. The successful bidder will also be required to oversee and review the measurement & verification (M&V) of the project.
 3. Project evaluation & information sharing requires the successful bidder to ensure the DSM initiatives are implemented as per the industry norms; the Measurement & Verification (M&V) will be a continual activity which the successful bidder will have to oversee for the duration of this appointment. The close out of the DSM support to municipalities and skills transfer findings, will result in the conclusion of the successful bidder's role as municipal advisor on each DSM initiative.

RESOURCE ROLES

1. To deliver the envisaged DSM Municipal Advisory services, the Department requires a company / organisation that can provide skilled resources, being at **least 1(one) Lead Consultant** *(the role can be fulfilled by either a senior or mid-level practitioner)* and **3 (three) Energy Advisors** *(the role can be fulfilled by a mid-level practitioner)* to act as an extension of the Department's DSM Project Team to support the selected municipalities in planning for and implementing their DSM initiatives.
2. The minimum number of resources specified above does not constitute a guarantee that such number will be required by the WCG. The number of resources required per resource role will be determined on a case-by-case basis in line with the available budget, requirements and upon written approval of the WCG.
3. For the purposes of evaluating bids only, the Department has determined the minimum number of resources as follows:

No	Resource Role	Minimum Number of Resources
1.	Lead Consultant	1
2.	Energy Advisor	3

RESOURCE ROLES

Roles	Description	Minimum competencies
Lead Consultant	The role of the Lead Consultant includes (but is not limited to) the following activities within the scope of relevant services: 1) Coordinate the successful bidder's DSM Advisory team. 2) Coordinate and lead the project planning and project management activities related to the phases of the DSM Advisor project. 3) Act as lead interface and coordinate and schedule meetings between Department and successful bidder. 4) Coordinate and liaise with municipal officials. 5) Confirm the allocation of the funding to the DSM initiative. 6) Coordinate and facilitate engagement with the municipalities.	1) A minimum of 5 years' project management /programme management experience, inclusive of experience in any /all the following: a) managing and implementing the roll out of energy management/demand side management b) energy efficiency projects within the utility, local government or industrial sectors, c) delivering and completing at least 5 energy related projects over the past 5 years. 2) A minimum NQF 7 qualification in the electrical, mechanical or mechatronics field. (a BSc or B-Eng or B-tech qualification). 3) Additional qualifications as a CEM/CEA/CMVP (evidence of at least one of these additional qualifications is required as part of the submission).

RESOURCE ROLES

Energy Advisors	The role of the energy advisors encompasses the following activities within the scope of relevant services: 1) Support the lead consultant to coordinate the DSM project and facilitate the planning activities. 2) Coordinate meetings and compile meeting agendas and minutes. 3) Provide support to the Lead Consultant in developing the inception phase and implementation phase project plan. 4) Provide the work breakdown structure including timescales. 5) Provide feedback to the Department and track project deliverables, milestones and outputs. 6) Maintain a record of reporting and project communication.	1) A minimum of 2 years' Project Management or programme management experience, 2) A minimum of 5 years' experience implementing the roll out of energy management or demand side management or energy efficiency projects at utility-scale 3) A minimum of 5 years' experience working in an electrical utility environment, (Eskom, municipal provincial, commercial and industrial sectors) 4) At least 2 energy-related projects completed over the past 5 years. 5) A minimum NQF 7 qualification in the electrical, mechanical or mechatronics field. (a BSc or B-Eng or B-tech qualification).
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RESOURCE ROLES

ANNEXURE D: RESOURCE MATRIX (note: more resources can be added, as available) Refer to Section 5.4 and Table 3

Role	Full Name of Resource	# years' project management / programme management experience	# years experience implementing the roll out of energy management/ demand side management/ energy efficiency projects	# years' experience working within the utility, local government & / or industrial sectors	# of energy-related projects delivered and completed over the past 5 years	Confirm a minimum NQF 7 qualification in the electrical, mechanical or mechatronics field. (a BSc or B-Eng or B-tech qualification)	Confirm additional qualifications as a CEM/ CEA/ CMVP
Lead Consultant							
Energy Advisor 1							
Energy Advisor 2							
Energy Advisor 3							
Optional / additional resources:							
Optional / additional resources:							
...							

Note: Years of experience for the relevant role and specific requirements, must be clearly identifiable in the CV to confirm the summary of the information provided in Annexure D. Also note, that additional resources can be listed upfront over and above the minimum resources specified in this ToR.

PRICING SCHEDULE

(A)	(B)	(C)	(D)	(E)
#	DSM Advisory required Resource Skill Level	All-Inclusive, Fixed Hourly Rate (incl. VAT)	Quantity	Total Cost (incl. VAT) <i>Calculation: Hourly Rate x Quantity (C) x (D)</i>
1	Lead Consultant		1	
2	Energy Advisor		3	
TOTAL INDICATIVE COST <i>For evaluation purposes only. Sum of column (E)</i>				

CONDITIONS OF CONTRACT

No	Conditions of Contract	Agreement to Conditions	
		Agree	Do Not Agree
7.1.10	Payment will be determined with reference to authorised timesheets, i.e., timesheets in the prescribed form as set out in Annexure E hereto that are fully and accurately completed and signed off by an authorised representative of the successful bidder. The successful bidder must ensure the correct capturing of timesheets per resource against the applicable approved rates. All timesheets must include a non-billable 30-minute lunch. All standby and overtime must be included in the agreed resource rates for the project(s) concerned. Standby and overtime hours must be approved in writing and in advance by the WCG. Signed evidence of all overtime and standby costs must be attached to all timesheets. The WCG shall not be liable for payment of any standby and overtime not approved by the WCG. Payment for time and materials shall be based on an all-inclusive fixed hourly rate.		
7.1.11	Subject to 7.1.10 above, the Department shall pay for the services contemplated herein after such services have been rendered to the satisfaction of the Department, within 30 (thirty) calendar days of receipt of a valid tax invoice from the successful bidder. The amounts payable will be in accordance with the deliverables as laid out in the service level agreement and with the all-inclusive costs quoted in the pricing schedule (WCBD 3.3) as approved.		

No	Conditions of Contract	Agreement to Conditions	
		Agree	Do Not Agree
7.1.14	The Department will not be liable for any relocation of staff, offices, assets or materials required by the successful bidder in giving effect to the requirements of the contract. Only the following categories of disbursements will be reimbursed to the Successful Bidder, subject to the terms and conditions set out herein, relating to trips pre-approved by any of the Management members of the Department when resources are required to travel to sites other than their normal place of work: a) Travelling reimbursement; and b) Accommodation (3 star). Travel and accommodation claims of the Successful Bidder and/or its resources may only be claimed from and will only be refunded by the WCG in line with applicable government-approved tariffs/rates where (i) the prior WCG approval for such travel and/or accommodation has been granted; and (ii) proper records of kilometers travelled, fuel receipts and/or accommodation receipts (as applicable) are kept and timeously submitted to the WCG (monthly). a) Travel claims of the Successful Bidder will only be refunded by the WCG for the use of private vehicles to a maximum of an 1800cc engine on the WCG's request for travel where:		

CONDITIONS OF CONTRACT

7.1.14 Continued:

No	Conditions of Contract	Agreement to Conditions	
		Agree	Do Not Agree
7.1.14	- Prior WCG approval for such travel has been granted in writing; - Proper records of kilometres travelled, and fuel receipts are kept and timeously submitted to the WCG (monthly); - The government-approved rate, per kilometre, for the month of travel, may be claimed by the Successful Bidder; and - Not more than 3,000 (Three Thousand) kilometres may be claimed by the Successful Bidder in any given month. b) Accommodation (3 star), and subsistence claims of the Successful Bidder will only be refunded by the WCG where: - Prior WCG approval for such accommodation and subsistence has been granted in writing; - Proper records of accommodation and subsistence receipts are kept and timeously submitted to the WCG (monthly); - The government-approved rate for the month in question, per night, may be claimed by the Successful Bidder; The WCG shall not be liable for any costs related to parking, travelling costs of the resources between the Successful Bidder's offices and their normal place of work nor between their home and their normal place of work, car hire, flights, printing, administrative costs and the like incurred by the Successful Bidder and/or its resources in the provision of the required services that are not covered by and incurred in accordance with the terms and conditions set out herein.		

Supply Chain Management Process Outlined

Cover Page

INVITATION TO BID: FMA 0007-2025/26
VALIDITY PERIOD OF BID OFFER: 90 DAYS FROM CLOSING DATE

THE DEPARTMENT OF THE PREMIER WISHES TO INVITE POTENTIAL BIDDERS TO SUBMIT A BID FOR THE PROCUREMENT OF A SERVICE PROVIDER TO PROVIDE DEMAND SIDE MANAGEMENT (DSM) ADVISORY SERVICES TO WESTERN CAPE MUNICIPALITIES

BID NUMBER: FMA 0007-2025/26
Contact person: Brent Hare
Date of advertisement: Monday, 08 September 2025
Closing Date of advertisement: Tuesday, 30 September 2025
Non-Compulsory Briefing Session: Tuesday, 16 September 2025 @ 10H30 via Microsoft Teams (Online Application)

In order to participate, potential Bidders must ensure that an e-mail address (representatives) is sent to dotp.acq@westerncape.gov.za on or before Monday, 15 September 2025 at 17H00.

NB! Microsoft Teams Application needs to be installed on the relevant platform in order to participate (e.g. Cell Phone, Laptop and or Desktop).

Late bid offers shall not be admitted for consideration.

Bidders to note that should the Bid document be too big to fit into the Bid Box, to please contact the following Supply Chain Management office who will ensure that bid documents get deposited into the bid box before the closing date and time: Procurement Office - 021 483 4679 / 8213 / 3578 / 2943

Completed and signed (in ink) bid documents must be submitted on the official bid forms and may not be re-typed.

Completed and signed (in ink) bid documents if posted must be addressed to:

The Director, Supply Chain Management and Administration, P.O. Box 659 Cape Town, 8000 and sufficient time must be allowed for the delivery of the bid to the offices of SCM, situated in 7 Wale Street, Cape Town.

Or

DEPOSITED IN THE DEPARTMENT OF THE PREMIER TENDER BOX SITUATED ON THE GROUND FLOOR (ENTRANCE) OF NO. 4 DORP STREET, CAPE TOWN (CNR KEEROM AND DORP STREET) before the closing time of the bid.

RFB/s will be regarded as late if received after the closing time of the bid.

The Department of the Premier (DotP) reserves the right to cancel the bid at any stage of the process.

ALL PRICES MUST BE QUOTED IN RSA CURRENCY AND MUST BE INCLUSIVE OF VAT.

The service provider/s must comply with the conditions for the processing of personal information as prescribed by the Protection of Personal Information Act, No 4 of 2013 (POPI). The service provider/s is required to provide the WCG with a certificate confirming that the personal information provided to the service provider/s by the WCG has been destroyed.

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations 2022, the General Conditions of Contract (GCC) and any other Conditions and or Special Conditions of Contract that might be stipulated in the requirement. Bidder's attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

The successful bidder will be required to sign a written contract form within 7 days after the award of the bid.

Departmental Note

IMPORTANT NOTICE TO BIDDERS:

The Department of the Premier is pleased to inform Bidders that the Department is transitioning to a digital system to enhance efficiency and streamline processes. As part of this initiative, the Department hereby requests that Bidders submit an electronic copy of your bid on an electronic storage device (e.g. USB Flash Drive) along with your physical bid submission.

- Please note that while the electronic copy is for Departmental records and future reference, **the physical submission is mandatory and only the physical submission will be evaluated.**

The Department thanks you for your co-operation and understanding in this regard.

WCBD 1 FORM – INVITATION TO BID

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (WCBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE WITH TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE AND CSD NUMBER AS MENTIONED IN 2.3 ABOVE.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."
NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

BIDDER REPRESENTATIVE: (Print Name and Surname)

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PROOF OF AUTHORITY / RESOLUTION LETTER

TWILIGHT SAGA (PTY) LTD

1234 Nimble Way
Cape Town
South Africa
80001

Board Resolution Letter

Board of Directors: Mr.Jacob Black
Ms.Alice Cullen
Mr. Jasper Hale

Resolution Passed at the meeting of the board of directors of Twilight Saga (Pty)Ltd held on 15 May 2024 at 1234 Nimble Way Cape Town.

Resolved that the company has authorised Ms. Bella Swan and Mr Edward Cullen and is hereby authorised to sign all documents on behalf of:

Twilight Saga (Pty)Ltd

Signed on behalf of the board: Jacob Black
(Mr.Jacob Black)

Signed on behalf of the board: Alice Cullen
(Ms.Alice Cullen)

Signed on behalf of the board: Jasper Hale
(Mr.Jasper Hale)

CSD REPORT

DIRECTORS/MEMBERS/OWNERS INFORMATION			
DIRECTOR/MEMBER 1			
Director type	Director	Owner	No
Director status	Active	Created by	
Name(s)		Created date	
Surname		Edit by	
Country	South Africa	Edit date	
Identification type	South African Identification Number	Restricted Supplier	No
South African identification number		Restriction Last Verification Date	
Work permit	0000000	Government Employee	No
Appointment date		Government Employee Last Verification Date	
Email address		SA identification number Verified	Yes
Cellphone number	022 022 0500	SA identification number verification date	
		Companies involved in	

WCBD 4: DECLARATION OF INTEREST PAGE 8

WCBD 4

SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT

This form must be signed by a duly authorised representative of the entity in the presence of a commissioner of oaths.

I, hereby swear/affirm;

- i. that the information disclosed above is true and accurate;
- ii. that I have read understand the content of the document;
- iii. that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- iv. that the entity undertakes to independently arrive at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specification, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates;
- v. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract; and
- vi. that there have been no consultations, communications, agreements or arrangements made with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and that my entity was not involved in the drafting of the specifications or terms of reference for this bid.

.....
DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

WCBD 4: DECLARATION OF INTEREST PAGE 8

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

- 1.1 Do you know and understand the contents of the declaration? ANSWER:
- 1.2 Do you have any objection to taking the prescribed oath? ANSWER:
- 1.3 Do you consider the prescribed oath to be binding on your conscience? ANSWER:.....
- 1.4 Do you want to make an affirmation? ANSWER:
2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....
SIGNATURE FULL NAMES Commissioner of Oaths

Designation (rank) ex officio: Republic of South Africa

Date:..... Place

Business Address:

.....

Consortium or Joint Venture Requirement

6.1.5	Where applicable, any bid submitted by a consortium or joint venture of two or more firms must be accompanied by a copy of the consortium formation document or joint venture agreement, as applicable, which sets forth the precise responsibilities of each of the parties thereto. Consortia and joint venture members are advised that each member will be held jointly and severally liable for the performance of the consortium or joint venture in terms of the contract contemplated herein. Where a bid is submitted by a consortium or joint venture of two or more firms, please ensure that: • The joint venture agreement or consortium formation document submitted as part of the bid makes it unambiguously clear that the arrangement between the member firms is either a joint venture or a consortium (as the case may be) and is not a sub-contracting arrangement; • All standard bidding forms are appropriately completed (i.e. WCBD 1 to be completed in the name joint venture / consortium, WCBD 4 must be completed for each member firm of the name joint venture / consortium and WCBD 6.1 in the name joint venture / consortium); • A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate tender; and	• Each member firm must be registered on the CSD for joint ventures and consortiums. Failure by a bidder, being a consortium or joint venture of two or more firms, to adhere to these requirements shall disqualify the bid submitted by the member firms of the bidder. No copies of a consortium formation document or joint venture agreement will be accepted after the closing date and time of the bid. The Department reserves the right to request a preferred bidder that is a consortium or joint venture to provide the following prior to the making of the award: (a) a certified copy of such document or agreement duly certified by a Commissioner of Oaths (where the consortium or joint venture is based in South Africa); or (b) an authenticated copy of such document or agreement duly authenticated by a Notary Public (where the consortium or joint venture is based outside of South Africa). Failure by a preferred bidder to provide the same within a period stipulated by the Department shall disqualify the bid submitted by that preferred bidder. All WCBD forms provided by a consortium or joint venture must be completed in a manner that makes it clear that the bidder is a consortium or joint venture. The Department reserves the right to request clarity in this regard on the WCBD forms provided by a consortium or joint venture.			
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EVALUATION: PHASE 1

Phase 1(a): Compulsory Conditions of Bid (Par. 6.1)

Only bid offers that comply with all compulsory requirements of the bid will be eligible for migration to Phase 1 (c) of the evaluation process.

Bid **FMA 0007-2025/26** refer to stamped pages **000033 to 000039. These pages must also be signed by the bidder.**

Bid documentation must be supported with evidence for all the requirements indicated in compulsory requirements.

EVALUATION: PHASE 1

Phase 1(b): Conditions of Contract (Par. 7.1)

Only bid offers that agree to all conditions of contract will be eligible for migration to Phase 2 of the evaluation process.

Bid **FMA 0007-2025/26** refer to stamped pages **000040** to **000050**. **These pages must also be signed by the bidder.**

Each bidder must indicate with an “X” in Table 3 in the tender doc if it agrees with the conditions of contract of the bid. Each bidder must include in its bid, a signed and completed copy of Table 3.

EVALUATION: PHASE 2

Phase 2: Pricing and BBBEE (Par. 9.2)

Bid **FMA 0007-2025/26** refer to stamped page **000052** to **000053**.

Note:

- The price evaluation will be done on the total cost as per the Pricing Schedule WCBD 3.3.
- The Department reserves the right to negotiate with the preferred bidder prior to the award of the tender contemplated herein, but within the applicable Bid validity period.
- The bid will be evaluated on the 80/20 principle as follows:
 - ☐ PPPFA/BBBEE scoring - 20
 - ☐ Price scoring - 80

CLOSING DATE AND TIME DETAILS

CLOSING DATE: **Tuesday, 30 September 2025**
TIME: **11H00**

DEPOSITED IN THE DEPARTMENT OF THE PREMIER TENDER BOX SITUATED ON THE GROUND FLOOR (ENTRANCE) OF NO. 4 DORP STREET, CAPE TOWN (CNR KEEROM AND DORP STREET) before the closing time of the bid.

Bid/s will be regarded as late if received after the closing time of the bid.

CONTACTABLE INFORMATION

All requests for clarification and/or any queries in relation to the Technical requirements and Supply Chain Management must be submitted to:

SCM & Administration - Dotp.acq@westerncape.gov.za

Any further questions w.r.t Supply Chain Management or assistance to bid portfolio should be communicated via e-mail before close of business **Friday, 19th September 2025**.

The Presentation and Minutes will be communicated via e-mail to all Bidders present before end of business **Monday, 22nd September 2025** at **15H30**.

Q & A

Please raise your hand 🙋, once acknowledged, state your name and Bidding company in representation

Thank you