

Meeting minutes

Date: 22.08.2025

Time: 10:00AM -12:00PM

Venue: Teams Metting online

Topic: Tender Briefing Meeting (28C/2025/26)

1. Welcome, apologies and opening remarks

JP, the Chairperson, introduced the tender name and welcomed all attendees to the meeting. She then asked everyone attending to write their email addresses in the IM for everyone to receive the minutes.

2. General information

NM proceeded to conduct PowerPoint presentation of the tender and its requirements as per the CoCT

3. Question and Answer section

1. **(Unknown):** asked about the box number of the tender and where queries should be sent,
 - o Answer: NM replied to say that the tender box is 216, and that queries should be sent to the email address as indicated in the tender document.
2. **(Wehan Wessels):** asked whether we had received their submitted queries which had been sent to the supplied email address.
 - o JP responded and confirmed receipt of the list of queries.
3. **(Ruan Snyman):** asked whether the City of Cape Town is fixated on ECSA registration or not. He also asked whether international registrations are accepted.
 - o **Answer:** The City of Cape Town evaluates each accreditation according to its merits, compared to what is required in the tender.

4. **Johannie Geldenhuys:** In the case of a joint venture, will the works be divided proportionally between the two entities?

Answer: In the case of a JV, the City of Cape Town sees the partnership as one entity.

5. (a) Participant: Other than Juliet Rudolph, how is the City contactable for questions?

Answer: The email address is scm.tenders8@capetown.gov.za

(b) Can we keep some of the document or do you want the whole document to be submitted or just only the specific parts that we have filled in?

Answer: Please submit the whole document

6. Participant: So what I just wanted to understand in terms of experience, you're looking for people that have done implementations of those systems, right? Is that correct? Is there going to be a tender at a later stage for the actual implementation of a new AFC system and APTMS system where whoever wins this tender will have advisory responsibility over that particular project? Is that how this is going to work?

Answer: This is a combined PSP tender that oversees the contracts two individual contracts, one for AFC and another for APTMS.

7. Participant: In terms of the professional registrations, does the City of Cape Town require the ones that have been mentioned on the document, or are equivalent registration bodies also allowed.

Answer: Yes, the BEC will evaluate whether the supplied registration do equate to the requirement of the City or not.

8. Participant: What is the actual requirement then regarding the number of completed AFC and APTMS projects?

Answer: 2 - 3 relevant successfully implemented and commissioned projects (where at least 1 is APTMS and 1 is AFC projects). The Tenderer shall provide information for the functionality criteria listed in this Returnable Schedule. The Tenderer's attention is drawn to the appropriate clause(s) in the Tender Data for a more detailed explanation of the functionality criteria given in the table below and how the score will be calculated (with applicable values).

Participant: I would we would want to know if the tenderer or the bidder has done some previous work of helping the authority to implement an AFC and APTMS projects. Will that experience be considered as a relevant experience? It's not an implementation experience, it's more of a monitoring the implementing agencies work and helping authority accept and supporting in the go live of those systems, APTMS and AFC system. If that is the experience which a firm carries, will that be considered as a bidder?

Answer: Correct, the bidder will be considered.

9. Participant: Does a bidder have to bring experience from the same municipality or not?

Answer: It does not have to be from the same municipality. It must just be a combined.

- 10.** Participant: There are five participants listed on one page of then document, and three on the other, please explain.

Answer: There is a total of five personnel listed for key personnel, however, only three are considered for eligibility.

- 11.** Participant: Please go through the scope in summary.

Answer: NM went through the scope as requested.

- 12.** Closing

JP said her closing remarks, and closed the meeting.