



Meeting	Tender 327S/2024/25- Non-Compulsory Clarification Meeting		
Meeting Date & Time	11 July 2025	Meeting Location	MS Teams
Start Time	10H00		

MINUTES OF NON-COMPULSORY CLARIFICATION MEETING

1.	WELCOME AND INTRODUCTION
1.1	Belinda Kuhn (BK) opened the meeting and welcomed all attendees. She introduced herself as the contract administrator and co-ordinator.
2.	NON-COMPULSORY CLARIFICATION MEETING PRESENTATION
2.1	BK presented an overview of the tender document, with emphasis on the following key points: • Tender Closing Date: 28 July 2025 • Closing Time: 10h00 • Tender Box Number: 217 • Contract commencement date is not stipulated however, the expiry date of the contract will be 31 October 2027 to align with the expiry of the main contract, Tender 23S/2023/24. • Enquiries: 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. BK emphasized that this is a supplementary tender that may only be utilized in the event that none of the contractors on the main panel (23S/2023/24) are able to provide the service or decline assignments. She further emphasized, as this is a supplementary tender, it may be used on the above basis. It is not possible to provide any information relating to whether any orders will be placed or the foreseeable usage. BK explained how the panel works. The evaluation will utilize a basket price to determine the ranking. The ranking as awarded by the Bid Adjudication Committee will become the ranking that will be used to allocate assignments. The assignments are aligned to the date and time the request is submitted to the contract administrator. BK informed the meeting to ensure when submitting tenders to provide the exact details required for mandatory and functionality (Clause 2.2.1.1.4 and 2.2.1.1.5) and to ensure that documentation submitted is clearly identified in the their tender submission. Tenderers must provide documentation as provided for in the tender submission. Tenderers that do not meet the minimum score for functionality will be non-responsive. BK explain the structure of the pricing schedule. Tenderers to ensure to adhere to the pricing instructions. Tenderers to pay particular attention to the following: - Price one price for each period. The first price will be from commencement of contract until 31 October 2026. The second price will be from 1 November 2026 until 31 October 2027. - The first panel is for Basic Due Diligence. There are 4 activities. Mostly all activities will be required however, there may be specific requests for fewer activities. - The second panel is for Comprehensive Due Diligence. As this type of due diligence involves attending meetings, ensure that all disbursements are included in the price. - The third panel is for Ad-hoc Due Diligence. This panel may be for any governance project and is historically not frequently utilized. The City is considering using this panel for due diligence to be undertaken for deviations.

	BK provided insight into the <u>specification</u>. Basic Due Diligence – this is a review of the tenderers that Bid Evaluation Committees are considering for award. She highlighted that some of the challenges are tenderers are reluctant to provide documents or do not provide the documents timeously. The turnaround time is 5 working days for a Due Diligence Report. The City does not pay for “blank” reports where there is no information. Tenderers may request extensions however, this will be decided by the relevant official based on the project timelines. Comprehensive Due Diligence – this is a review of the entire bid process. From the Bid Specification Committee phase until the report from the Bid Evaluation Committee is ready for presentation to the Bid Adjudication Committee. Due Diligence Contractors must attend all meetings, briefing sessions, tender openings. Meetings may be virtual or physical and tenderers must take this into account in their pricing. When required, technical experts must be sourced based on specific criteria relating to type of specialist, qualifications and necessary experience. BK emphasized again that all disbursements must also be included in the hourly cost of the technical expert. BK further explained that even though the various committees have scheduled meetings, this can change and if this happens, there is no cost that may be claimed from the City. This is stated in the tender specifications. The Bid Specification Phase deliverable is 5 working days for an assurance report. The Bid Evaluation Phase deliverable is 7 working days for an assurance report. Adhoc Due Diligence – projects will be defined in detail and the number of hours will be agreed upfront. BK emphasized that for Basic Due Diligence there is also a section relating to reputational risk. Tenderers must ensure that they alert the City to any risk. She further mentioned that all due diligence service providers have their own methodology of accessing this information and when considering a risk it must also be noted that a risk identified must be justifiable and not simply for noting by the City. BK furthermore indicated that reports must not be conditional when providing assurance. Assurance is either provided or it is not. In the event that assurance is not provided, the report must be fully detailed and provide options for the City to consider in mitigation. External specialists – BK noted that the City may require a vast array of disciplines. The tender document has provided some examples of the types of technical experts that may be required. BK also stated that there are penalties in this contract. Tenderers must pay attention to the three different types of penalties. In particular, she noted that poor quality reports does have a high penalty. Payment for due diligence for Comprehensive Due Diligence processes will be at the end of the process. This must be taken into account as the Due Diligence Contractor will have to pay the technical specialists upfront and the City pays only once the last Due Diligence Assurance report is submitted. Invoicing and timesheets must be submitted as specified in the tender specification BK also informed attendees to note that due diligence contractors and technical experts are expected to raise issues when attending meetings and not afterwards when submitting their reports. The City expects participation and advice from the contractor and expert where required by the committees.
3.	TENDERER QUESTIONS / CLARIFICATIONS
3.1	A tenderer wanted clarity on B3 of the Pricing Schedule. BK confirmed that the pricing for B3 relates to the once off sourcing fee that the due diligence contractor claims at the end of the process.
3.2	A tenderer wanted clarity on B4 of the Pricing Schedule. B4 is for any other undefined expenses that will be agreed up where necessary.
3.3	A tenderer asked how the reporting periods will work when submitting reports for Comprehensive Due Diligence and Basic Due Diligence BK responded that this usually runs concurrently and noted that the turnaround times must be adhered to.
3.4	A tenderer asked what happens to payment if not all activities for Basic Due Diligence are provided BK responded that activities that were undertaken would be paid for.
4	Closing



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With no further questions, BK thanked all attendees and formally closed the meeting.
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