

**TENDER NUMBER: 114S/2024/25****TENDER DESCRIPTION: PROVISION OF ASSURANCE REVIEW OF THE 2025
GENERAL VALUATION COMPUTER ASSISTED MASS APPRAISAL TECHNIQUES****Minutes of the non-compulsory tender briefing held on 15 NOV 2024 via Skype from 14:00 to 14:40**

Item	Agenda Item	Responsible Person
A1/15/11/24	Opening and Welcome Chairperson opened the meeting and welcomed everyone.	
A2/15/11/2A4	Introductions All those who were present introduced themselves and provided the name of the company they were representing and contact details	
A3/15/11/24	Purpose of Tender and Specifications The Project Manager provided an overview of the business need / purpose of the tender and explained the specification. He emphasised the professional registration requirements and experience of the 2 key staff members and the key deliverables of the contract.	
A4/15/11/24	Tender Submission - The Chairperson reiterated that the tender closes at 10h00 on 2 December 2024. Tenders are to be submitted as described on page 3 of the tender doc. Late tenders will be disqualified. - Tenderers were encouraged to register on the CoCT Vendor Database and the National Treasury Central Supplier Database (see clauses 2.1.7 and 2.1.8 on page 8) – these registrations are required for an award to be made. - The chairperson emphasised that all the documentation (C1 to C4) in “The Contract” volume of the document needs to be completed and returned with the tender. - Clause 11 (Insurance requirements) and Clause 22 (Penalty Clause) of the Special Conditions of Contract were brought to the attention of the tenderers. - The chairperson emphasised that all documents / schedules in Annexure F – Tender Returnable Documents (F1to F14 need to be completed and submitted with the tender as appropriate.	
A5/15/11/24	Functional Scoring - The chairperson explained the functionality scoring by working through the Evaluation Criteria, Applicable Values / Points and Weighting presented in the table on page 9 and 10 (Clause 2.2.1.1.4 Minimum score for functionality) - It was confirmed that a functionality score of at least 60 out of 100 is required for the tender to be responsive.	
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	- The Chairperson reiterated that Annexure F.13A – C must be completed to give effect to the scoring of functionality. It was noted that if these annexures have insufficient space, tenderers are welcome to include their own documentation, but this documentation must provide the information as detailed in the annexures. - The minimum criteria for the Assurance Review Methodology and Work Statement Evaluation Criteria is articulated in Annexure F.13C on Page 82.	
A5/15/11/24	Scoring 80/20 Price and Preference - Supply Chain Management explained that functionally responsive tenders will be scored on the 80 / 20 system (Price / Preference). - The preference scoring w.r.t the specific goals was explained along with the acceptable proof required. - Tenderers were advised to complete Annexure F.4 to claim preference points.	
A6/15/11/25	Question and Answers - No questions were raised but company representatives indicated a preference to submit questions by e-mail. - E-mail address for electronic questions: Finance.Tenders@capetown.gov.za - SCM advised that questions must be submitted no less than 7 days before tender closing.	