



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

FINANCE
SUPPLY CHAIN MANAGEMENT

Sinethemba Madikizela
Supply Chain Management

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10 June 2024

NOTICE TO TENDERERS NO: 1

TENDER NUMBER: 258S/2023/24

**DESCRIPTION: SUPPLY OF LABOUR FOR THE INSTALLATION, TESTING AND
MAINTENANCE OF PROTECTION AND AUTOMATION RELAYS**

**CLOSING DATE OF TENDER: 20 June 2024
BOX NUMBER: 142**

Dear Sir/Madam,

Tenderers should take note of the following:

Your attention is specifically drawn to the Non-Compulsory Clarification Meeting Session held on 31 May 2024 at 10:00am.

Yours faithfully,

Nomfanelo

Digitally signed by Nomfanelo

pp. Sinethemba Madikizela

Sinethemba Madikizela
Date: 2024.06.10 11:34:48 +02'00'

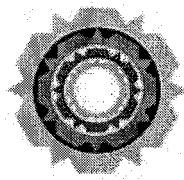
For: Director: Supply Chain Management

WRITTEN ACKNOWLEDGEMENT OF RECEIPT OF NOTICE 1 – 258S/2023/24

Signature..... Date.....

Legal and full name of tendering entity:

.....



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MINUTES OF THE CLARIFICATION MEETING FOR TENDER 258S/2023/24

TENDER DESCRIPTION: SUPPLY OF LABOUR FOR THE INSTALLATION, TESTING AND MAINTENANCE OF PROTECTION AND AUTOMATION RELAYS

CONTRACT PERIOD: FOR A PERIOD OF THIRTY SIX (36) MONTHS FROM COMMENCEMENT

Held on 31 May 2024, Virtual Skype Meeting (10h00)

Chairperson Nathan Japhta opened the Clarification meeting and welcomed all the attendees. And noted the meeting will be recorded and by attending they are providing consent for the recording.

The following points were discussed:

Tender was advertised on 17 May 2024 and Tenderers were sensitised to take note of the closing date of 20 June 2024 @10:00 am as indicated in the tender document.

Tenderers were informed of the appointment method, that the City of Cape Town intends to appoint two tenderers, the highest ranked tenderer (winner) and the alternative tenderer for the allocation of work in each section of the tender (A&B). In case of insufficient responsive bids received, the City of Cape Town reserves a right to appoint fewer tenderers, or not to appoint any tenderers at all.

Functionality was clarified as per the different Sections and the Evaluation Criteria was explained, well as the minimum score required for both section (Section A and B) in order to be found responsive.

Schedule F.13: this is linked to the Functionality Criteria: Tenderers to fully complete this and detailed CV's to be provided with their tender submission.

Tenderers were also informed of the importance of ensuring that detailed staff CV's are submitted, as these will be used in scoring.

Tenderers to fully understand the Pricing Instruction as well as the penalties listed in the tender document. Tenders are to note that the Price for year 1 to start from 1 July 2025.

Tenderers were also informed on **Schedule F.13 C Functional Scoring** and **Schedule F.13 D List of Test Equipment**; that the supporting information requested on these schedules is to be given on or prior tender closure and be dated as such.

Tenderers are allowed to send further clarifications after the briefing session.

Tenderers are to note that the health as Safety plan is the minimum risk identified by the City but this does not imply that new risk will not be added. Tenderers were sensitized to take note of the following points regarding the tender:

Prices are firm no CPA,

Security rates, to be for security personnel that meet the specification requirement

Tenderers were advised to look at the time allocation for various line items/tasks and base their rates in the pricing schedule on these

Tenderers are also to note all the pricing instructions in section C.4 and following the instructions

Tenderers are to note that the start date of the **tender is 01 July 2025.**

The chairperson opened the floor for any questions from the tenderers, no questions were raised by the tenderers.

No further points raise by SCM, the clarification meeting then closed at 10h27