

Tender 53G/2026/2027 - Supply and Delivery of Single Cement Bases for City of Cape Town Litter Bins – Clarification Meeting

Date: 21 September 2026

Time: 10:00 am – 11:00 am

Venue: Microsoft Teams

1	<u>Opening and Welcome</u> • The chair (SF) opened the meeting and welcomed the prospective tenderers to the clarification meeting for Tender 53G/2026/27. • NN introduced himself and indicated that he was involved in contract management. • NS introduced himself and indicated that he would be working with SF in relation to the tender. • PL introduced herself and indicated that she would be working with SF as well.
---	--

Discussion**SF mentioned that:**

- The purpose of the meeting was to provide clarification to prospective tenderers and to highlight important operational, technical, commercial, and submission requirements contained in the tender documentation.
- Clarified that the meeting was not intended to constitute a page-by-page reading of the entire tender document.
- Prospective tenderers were expected to have reviewed and scrutinized the tender documentation before attending the meeting and were encouraged to use the meeting to raise questions or matters requiring clarification.
- Advised that the City would endeavor to provide responses to questions during the meeting. Where a question could not be answered during the meeting, the City would communicate the applicable response through the appropriate formal communication channels.
- Any formal clarification, correction or amendment arising from the clarification process would be communicated to all prospective tenderers through an appropriate tender notice or addendum.
- The minutes of the clarification meeting would be distributed to prospective tenderers. He further emphasised that the meeting was non-compulsory and that the minutes would therefore not only be circulated to attendees but would also be made available to companies that had downloaded or accessed the tender documentation through the City's procurement portal.

PROCUREMENT PORTAL AND COMMUNICATION REQUIREMENTS**SF emphasized:**

- The importance of prospective tenderers obtaining the tender documentation directly through the City's official procurement portal.
- That companies that had merely received or shared copies of the tender document through email or other means but had not themselves downloaded the tender document through the City's procurement portal, might not receive tender notices, addenda or the clarification meeting minutes.
- Advised prospective tenderers to ensure that their companies were appropriately registered on and had accessed the tender documentation through the City's procurement platform.
- The City relied on the procurement portal to identify the prospective tenderers to whom tender-related communications, notices and addenda were required to be issued.

CONTRACT PERIOD AND ESTIMATED QUANTITY**SF explained that:**

- The tender was structured as a 36-month term arrangement, commencing from the official commencement date of the contract.
- The estimated quantity of approximately 3 000 cement bases over the 36-month contract period.
- The quantity of 3 000 units was an estimated quantity for information, planning and pricing purposes and should not be interpreted by tenderers as a guaranteed quantity unless expressly stated otherwise in the tender documentation.
- The specification required a minimum of 500 units per order.
- The tender fee was noted as R200, with submissions to be deposited in Tender Box 185. The closing time was confirmed as 10:00 am, with no late submission being permitted. The tender closing date was confirmed as 29 September 2026.

NATURE AND SCOPE OF THE PROCUREMENT

SF explained that:

- The procurement was fundamentally for the manufacture, supply, and delivery of specified cement bases for the City's litter bins.
- That prospective tenderers needed to pay particular attention to two critical aspects:
 - Compliance with the physical and technical product specification; and
 - The tenderer's ability to manufacture, source and deliver the required products within the stipulated timeframe.
- The procurement was not merely for the supply of a generic concrete base. The tender documentation contained specific requirements relating to:
 - Material composition;
 - Dimensions;
 - Drainage holes;
 - Fasteners; and
 - Other physical characteristics of the cement base.
- **SF** encouraged prospective tenderers to carefully assess their proposed products against the complete specification.

TENDER COMPLIANCE AND RETURNABLE DOCUMENTATION

SF explained that:

- Prospective tenderers should not proceed directly to the pricing schedule without first ensuring that all mandatory supporting documentation and compliance requirements had been addressed.
- The evaluation process would consider compliance with the submission requirements before the pricing component was considered. Tenderers were therefore instructed to:
 - Complete all applicable schedules;
 - Sign all required sections;
 - Complete all declarations;
 - Submit the prescribed supporting documentation; and
 - Ensure that the entire tender submission complied with the requirements of the tender document.

- **SF** emphasized that competitive pricing, although important, would be considered at the relevant stage of the evaluation process and would not compensate for failure to comply with mandatory submission requirements.

TECHNICAL PRODUCT SPECIFICATION

SF highlighted that:

- Technical compliance is one of the most important aspects of the tender.
- The required cement base was described as having a smooth finish and rounded edges. The concrete composition was indicated as 9/35 MPa in the tender specification.
- The completed cement base, including the fasteners, was required to fall within the specified weight tolerance of approximately 34.5 kg to 35.5 kg.
- The dimensions were also discussed. The specified tolerances included:
 - Length: approximately 505 mm to 515 mm;
 - Width: approximately 405 mm to 415 mm; and
 - Height: approximately 95 mm to 100 mm.
- The dimensional tolerances were intended to accommodate minor manufacturing variations.
- However, products falling outside the specified tolerances would not be accepted for progression through the evaluation process.
- That the City would physically measure the samples to establish compliance with the dimensional requirements.

INDENTS, DRAINAGE HOLES AND FASTENERS

- **SF** explained that: the indents in the cement base were required to accommodate the base of the litter bin and that the litter bin itself also had dimensional tolerances that needed to be accommodated.
- The specification further required two drainage holes, positioned diagonally opposite each other, with specific requirements relating to their diameter and positioning.
- The fasteners were also required to comply with specific requirements. These included:
 - M12 hot-dipped galvanized bolts; and
 - 17 mm hexagonal hot-dipped galvanized nuts.
- The positioning of the fasteners was also required to comply with the tender specification.
- **SF** cautioned tenderers against simply submitting a standard or pre-existing concrete product without verifying that the product complied with every requirement contained in the tender specification.
- That the dimensions, tolerances, drainage holes, and fasteners were material requirements and needed to be carefully checked.

TRADE NAMES, TRADEMARKS AND EQUIVALENT PRODUCTS

SF mentioned that:

- The wording in the tender concerning references to particular trade names, trademarks, patents, designs, types, origins or producers.

- That where the tender document referred to a particular trademark, name, patent, design, type, origin or producer, such reference was deemed to include an equivalent product.
- Tenderers were therefore encouraged to assess the products they intended to offer against the actual performance and technical requirements rather than assuming that a particular proprietary product was mandatory.
- The emphasis remained on compliance with the specified technical and performance requirements.

ESTIMATED QUANTITIES AND PURCHASE ORDERS

SF reiterated that:

- The estimated quantity of approximately 3 000 cement bases over the contract period was intended for planning and pricing purposes and did not constitute a guaranteed quantity.
- The tender was a term of arrangement, meaning that actual requirements would be determined by the City's operational needs during the contract period.
- Actual quantities would be ordered through official purchase orders issued through the contract management process.
- Tenderers were therefore advised to distinguish between the estimated quantity contained in the tender document and actual orders that would be placed during the contract period.

DELIVERY REQUIREMENTS

SF explained that:

- The specification required delivery within 28 calendar days from receipt of an official purchase order.
- Tenderers were advised to ensure that their pricing and operational planning considered their ability to:
 - Manufacture or source the required quantity;
 - Maintain adequate production capacity;
 - Appropriately package and load the cement bases;
 - Arrange transportation; and
 - Complete delivery within the stipulated 28-calendar-day period.
- That the City's consideration would extend beyond whether a tenderer could manufacture or supply the product.
- Tenderers would also need to demonstrate the practical ability to fulfil the delivery requirements.

SAMPLE REQUIREMENT

SF explained that:

- The sample requirement is one of the most important matters arising from the clarification meeting.
- That successful progression through the responsiveness process required the submission of an acceptable sample.
- Prospective tenderers would be given 14 calendar days from the tender closing date to submit one cement base complying with the product specification.

- The sample would be assessed against the requirements of the tender specification.
- A sample that did not fully comply with the specification would not be accepted.
- **SF** advised prospective tenderers to arrange sample delivery with him in advance.
- Would coordinate with the relevant depot personnel to ensure that someone was available to receive the sample and would make the necessary arrangements with security personnel where applicable.
- Advised tenderers not to wait until the final days of the 14-day period before arranging delivery of their samples.
- Early communication would allow the project manager and depot management to make the necessary arrangements.

SAMPLE IDENTIFICATION AND DELIVERY LOCATION

SF explained that:

- The sample needed to be appropriately identified.
- Tenderers were required to ensure that their sample included:
 - The tender number;
 - The bidder's company name;
 - The relevant contact person's name; and
 - The applicable contact details.
- The sample was to be delivered to:

Solid Waste Management – Wynberg Cleansing Depot

24 Baynes Barn Staple Road

Wynberg

- Tenderers were advised to coordinate delivery arrangements with the relevant City representative in advance.

SCHEDULE 13A – PRODUCT TECHNICAL DATA SHEET

SF emphasized:

- The importance of **S**chedule 13A, which required tenderers to complete the product technical data sheet.
- That the information contained in Schedule 13A would assist the City in evaluating the sample against the technical requirements.
- Failure to complete Schedule 13A could result in the tender being regarded as non-responsive.
- Tenderers were therefore specifically advised not to regard Schedule 13A as an administrative formality.
- It was described as a mandatory submission requirement.
- Tenderers were instructed to ensure that the information provided in Schedule 13A accurately corresponded with the actual product they intended to supply.

CLARIFICATIONS, CORRECTIONS AND TENDER SUBMISSIONS

SF explained that:

- Formal clarification notices issued by the City were intended to clarify information and were not intended to provide tenderers with an opportunity to submit new information after submission.
- Tenderers would not receive a "second opportunity" to correct their tender submissions where the submission had been completed incorrectly.
- Tenderers were therefore advised to ensure that their submissions were:
 - Clear;
 - Complete;
 - Legible;
 - Correctly calculated; and
 - Consistent throughout the relevant schedules.
- Emphasis was placed on the accuracy of arithmetic calculations and decimal figures in the pricing schedules.
- The City would evaluate the submission as received and would not ordinarily allow a tenderer to change an amount after submission on the basis that a different figure had originally been intended.

RETURNABLE DOCUMENTS AND DECLARATIONS

SF explained that:

- All prescribed returnable documents and supporting documentation needed to be submitted with the tender.
- Tenderers were required to sign the relevant documents and complete all information in the prescribed formats.
- Various compliance requirements, including documentation relating to:
 - Authority to sign;
 - Consortium or joint venture arrangements, where applicable;
 - Declaration of interest;
 - State employees;
 - Conflicts of interest;
 - Previous Supply Chain Management practices;
 - Independent determination;
 - Amounts owed to the City;
 - Tax compliance;
 - Specific goals; and
 - Proposed deviations, where applicable.
- The requirement for tenderers to ensure that any amounts owed to the City were appropriately addressed and cleared where required.
- Outstanding amounts, whether large or small, could affect a tenderer's ability to progress through the evaluation process.

PREVIOUS CITY CONTRACTS AND SUBMISSION OF DOCUMENTATION

SF cautioned that:

- Existing City suppliers against documents previously submitted to the City did not need to be submitted again.

- That all tenderers were required to submit the required documentation as part of the current tender submission.
- The City could not simply rely on information from previous contracts because doing so could create an unfair advantage for companies that had previously worked with the City compared with new tenderers that had never contracted with the City.
- The importance of fairness and equality in the evaluation process.
- All required documentation needed to be submitted as part of the current tender submission, regardless of whether a company had previously submitted similar documentation to the City.

TAX, CSD AND CITY SUPPLIER REGISTRATION

SF mentioned that:

- Tenderers ensure that their tax, Central Supplier Database (CSD) and City supplier registration information are compliant and current.
- Tenderers were instructed to ensure that the applicable registrations were properly reflected and that all relevant information contained in the relevant databases was accurate.
- That compliance with the relevant registration and database requirements formed part of the tender submission requirements.

PRICING SCHEDULE

SF explained that:

- The tender contained a pricing schedule for the supply and delivery of the cement bases.
- The pricing schedule provided for fixed rates for the applicable periods specified in the tender.
- A provisional contract commencement date of 1 July 2027 was mentioned as a target milestone for the commencement of the contract.
- That the date was provisional because the procurement process included an allowable appeal period, which could affect the actual commencement date.
- The contract duration would therefore remain for a 36-month period from the actual commencement date, rather than being tied to a fixed calendar date.

PRICING REQUIREMENTS AND MULTI-YEAR PRICING

SF mentioned that:

- Tenderers complete the pricing schedule exactly as prescribed.
- Tenderers were required to:
 - Enter rates in the correct fields;
 - Apply VAT in accordance with the tender instructions;
 - Include all costs associated with fulfilling the contract;
 - Include all applicable delivery and transportation costs; and
 - Ensure that the price submitted corresponds to the product being offered.
- Tenderers were cautioned not to leave pricing discrepancies or omissions for the evaluation stage.

- Tenderers would not be able to rely on explanations after submission to clarify an omitted or incorrectly entered price.
- As the tender was a three-year term arrangement, the pricing structure incorporated multi-year pricing and applicable pricing periods.
- Tenderers were advised to carefully review the pricing schedule and take the applicable pricing periods into account when preparing their financial forecasts.
- The force of majeure circumstances involving extraordinary inflationary events could be assessed during the contract period in accordance with the applicable contractual provisions.

SPECIFIC GOALS AND PREFERENCE REQUIREMENTS

SF explained that:

- There have been legislative and Supply Chain Management-related updates concerning the specific goals of requirements.
- Tenderers were required to provide sufficient, relevant, and verifiable documentary evidence in support of any specific goals claimed.
- Tenderers that the supporting certificates or documents needed to correspond directly with the specific claim being made.
- An example was provided where documentation submitted in support of a disability-related claim did not align with the relevant requirement.
- Tenderers were advised to ensure that all evidence submitted directly supported the specific goal being claimed.
- That inadequate or unverifiable evidence could result in the applicable preference of points not being awarded.

REPLACEMENT PAGES FOR SPECIFIC GOALS

SF advised that:

- A formal correction relating to the specific goals of documentation would be issued by the City's Supply Chain Management Office.
- The notice would provide replacement pages for the affected specific goal sections of the tender document.
- Tenderers were instructed not to amend the existing tender pages themselves.
- Once the formal notice was issued, tenderers would be required to:
 - Remove the affected pages as instructed;
 - Replace them with the replacement pages provided by the City;
 - Complete the revised documentation in accordance with the instructions contained in the notice; and
 - Include the required notice/addendum as part of the tender submission prescribed.
- That the verbal information provided during the meeting would only become formally binding once the City issued the written notice or addendum.
- Tenderers were therefore instructed to monitor the City's official communication channels closely.
- The notice was expected to be issued within approximately 48 hours of the meeting.

FINAL COMPLIANCE CHECKS BEFORE SUBMISSION

SF reiterated that:

- Tenderers needed to undertake a complete compliance review before submitting their bids.
- Companies with extensive experience in working with the City had previously failed to comply with tender requirements.
- Tenderers were therefore encouraged to have their tender administration personnel, coordinators or managers independently review the completed submission before submission.
- Tenderers were also reminded that the tender document provided an opportunity to raise matters relating to missing, duplicated or unclear information contained in the City's documentation.
- Where an administrative oversight was identified, it was important that the matter be communicated to the City so that the information could be addressed for all prospective tenderers rather than only for the tenderer who had identified the issue.

LATE SUBMISSIONS

SF mentioned that:

- There would be no acceptance of late tender submissions or late samples.
- Tenderers were reminded that it remained their responsibility to ensure that:
 - Their tender submission was deposited in the designated tender box before the closing time; and
 - Their sample was delivered to the designated location within the required timeframe.
- Tenderers were advised not to leave submissions or sample arrangements until the last minute, as the City could not be expected to make special arrangements to accommodate late submissions.

KEY REQUIREMENTS REITERATED BEFORE QUESTIONS

SF summarised several requirements that he considered critical.

- Tenderers were reminded to:
 1. Ensure that the product being offered complied with every element of the technical specification;
 2. Pay particular attention to dimensional tolerances;
 3. Ensure that the weight requirements were met;
 4. Ensure that the drainage holes complied with the specification;
 5. Ensure that the fasteners complied with the required specification;
 6. Complete Schedule 13A accurately;
 7. Ensure that the information in Schedule 13A corresponded with the actual product;
 8. Begin preparations for the sample submission within the required 14-calendar-day period after tender closing;
 9. Complete the pricing schedule accurately;

	10. Allow for all costs associated with supply, delivery and transportation; 11. Submit all required returnable documents and signed declarations; 12. Complete the specific goals section using the replacement pages once formally issued; 13. Monitor the City's formal notices and addenda; and 14. Incorporate all applicable notices into the final tender submission. DEADLINES FOR FURTHER QUESTIONS SF advised that: • Tenderers that further questions or requests for clarification should be submitted through the appropriate communication channels as soon as possible. • That the City's general practice was to issue formal notices approximately seven days before tender closing where possible. • Tenderers were therefore encouraged to submit questions to the Distribution Office before the upcoming public holiday and not to delay submitting queries. • That late questions could place pressure on both the City and tenderers, particularly where a formal notice could potentially require amendments to pricing schedules before tender closure.
3	<u>Questions</u> TS asked: How to complete table 2 – Specific Goals? SF responded: • That Table 2 was one of the sections that would be replaced through the forthcoming formal notice. • The table appears as page 78 in the version being viewed during the meeting, although the prospective tenderer had referred to a different page number. • This could have resulted from changes or differences in page numbering between advertised versions of the document. • That, in relation to total turnover, the tenderer would need to provide the company's turnover for the most recent financial year. • Regarding the skills development component, he explained that the tenderer needed to indicate expenditure relating to relevant skills development initiatives, such as: ➤ Internships; ➤ Skills development programmes; and ➤ Other applicable development initiatives are undertaken by the company. • Supporting documentation in that example included an invoice from the educational institution and proof of payment by the company, with the employee's name referenced. • Similar principles applied to other applicable specific goal categories, including enterprise and supplier development and socio-economic development. • The employee share scheme component is related to the ownership structure and the allocation or balancing of shares among the relevant owners.

	REQUEST FOR SPECIFIC WRITTEN QUERIES SF advised that: • The tenderer that, where a specific section of the specific goals table remained unclear, a detailed written inquiry should be submitted. • That a written inquiry would allow the City to consider the question properly and, where necessary, confirm the response with Supply Chain Management. • Tenderers against relying solely on verbal information where a specific interpretation or clarification was required, particularly because the specific goals requirements were subject to an updated formal notice. • Tenderers were therefore encouraged to review the forthcoming addendum or notice and submit any further questions expeditiously after receiving the revised documentation.
4	<u>Meeting</u> <u>Closure</u> The Chair (SF) thanked all colleagues for their time and contributions to the meeting. The meeting was adjourned. Suhail Signature of Chairperson: Fortuin Suhail Fortuin Senior Professional Officer: OPMU Digitally signed by Suhail Fortuin Date: 2026.09.22 08:56:53 +02'00'