



11 May 2026

NOTICE TO TENDERERS NO: 1

TENDER NUMBER: 212S/2025/26

TENDER DESCRIPTION: TERM TENDER FOR THE PROVISION OF MAINTENANCE AND SUPPLY OF PARTS FOR MOTOR CONTROL CENTRES AND ASSOCIATED ELECTRICAL CONTROL GEAR (WINNER-TAKES-ALL WITH ALTERNATIVE TENDERER)

BOX NUMBER: 188

CLOSING DATE: 19 May 2026

Dear Sir/Madam

In terms of **Clause 2.3.2: Issue Notices** in the Tender Data, the City of Cape Town may if necessary, issue addenda in writing that may amend or amplify the tender documents to each tenderer during the period from the date the tender documents are available until one week before the tender closing time stated in the Tender Data. The Employer reserves its rights to issue addenda less than one week before the tender closing time in exceptional circumstances.

Your attention is specifically drawn to the amendments, which are to be made to the tender document for the above in terms of this addendum, which is issued in terms of Clause 2.3.2 of the tender document.

This notice to tenderers is an integral part of the Tender. This notice/addendum is to be signed by the tenderer and attached and/or included to the tender document submission and recorded on **Schedule F12: Record of Addenda to tender documents**.

This notice contains the following:

- 1. Signed Minutes and Clarifications received during Clarification meeting held on 29 April 2026.**
- 2. Amendments to the tender document.**
 - **Replace Pages 173R, 174R, 180R, 372R, 388R.**
- 3. The below Clarifications must be noted. It addresses all questions and requests for clarification received via emails up to and including 7 May 2026**

Question 1. Page 9 of the mandatory requirements lists the qualifications for the Master Installation Electrician (MIE) and Installation Electrician (IE). However, on page 373, point 3, it is stated that the Mandatory Key Staff Personnel proposed as the Master Installation Electrician and Installation Electrician must be professionally registered with the Engineering Council of South Africa (ECSA) as a Professional Registered Person (Electrical).

This requirement appears to be inconsistent with the qualifications specified on page 9. Please confirm whether the requirement for the MIE and IE to be registered with the Engineering Council of South Africa as a Professional Registered Person (Electrical) is incorrect, as discussed during the clarification meeting held on 29 April 2026.

Answer: This is an error. The Master Installation Electrician (MIE) and Installation Electrician (IE) are not required to be registered with the Engineering Council of South Africa (ECSA).

Accordingly, a replacement page will be issued. Replacement page 372R will be provided, with all applicable changes clearly highlighted.

Question 2. Please clarify the difference between the Certificate and completion of a theory course in SANS 10142-1: Wiring Regulations for Low Voltage Electrical Installations below 1000 VAC required for the Installation Electrician, and the Certificate and completion of a theory course in Wiring Regulations of Electrical Installations below 1000 VAC required for the Master Installation Electrician.

Both certificates appear to cover the same wiring regulations for installations below 1000 VAC; however, the latter does not explicitly reference SANS 10142-1. Please confirm whether these requirements refer to the same qualification and whether the omission of the SANS 10142-1 reference for the Master Installation Electrician is an error. If so, kindly confirm that the City of Cape Town will correct this inconsistency.

Answer: The tender requires the tenderer to provide evidence that the Installation Electrician (IE) and the Master Installation Electrician (MIE) have successfully passed the prescribed examinations necessary to be deemed qualified for registration as an IE or MIE, respectively.

The intent of the requirement is to confirm competency and qualification status, not to prescribe differing wiring regulations theory courses. No error has been identified in the tender documentation. The apparent discrepancy relates to interpretation, as both qualifications require successful completion of the relevant wiring regulations examinations applicable to their respective registration categories.

Question 3

It is noted that the City of Cape Town requires the Installation Electrician (IE) to be in the employment of the tendering entity at the time of tender closing. Please clarify what form of proof bidders may submit to demonstrate compliance with this requirement. Would an offer letter, appointment letter, or employment contract be acceptable?

Answer

Tenderers must provide a Curriculum Vitae (CV) for the Installation Electrician, supported by verifiable references, as evidence that the Installation Electrician is employed by the tendering entity at the time of tender closing.

Question 4

Page 169, under section 2.4 *Key Personnel and Additional Personnel Labour Resources*, states that sourced or subcontracted labour must be declared and listed in Schedule F15.2 (Key Personnel) and Schedule F15.4 (Additional Personnel Labour Resources), and that these submissions should be accompanied by a memorandum of agreement signed by both parties at the time of tender.

However, the same section (page 169) and Schedule F15.4 further state that, as a condition of contract, the tenderer is required to make full disclosure of additional personnel labour resources within 30 calendar days of contract award.

This appears to create a contradiction regarding the timing of disclosure and submission of memoranda of agreement. Please clarify the following:

- Whether bidders are permitted to declare additional personnel labour resources and submit related memoranda of agreement at contract award stage; and
- Whether memoranda of agreement are required at tender stage only for Key Personnel, and not for additional personnel labour resources that may be sourced or subcontracted later.

Answer

The following information is required at the time of tender submission:

- Schedule F15.1 – Mandatory staff resources
- Schedule F15.2 – Key staff resources
- Schedule F15.5 – Vehicle resources

The following information is required as a condition of contract and at the time of contract implementation:

- Schedule F15.4 – Additional personnel labour resources

As stated in the tender document:

"As a condition of contract, and at the time of contract implementation, the tenderer shall be required to make a full disclosure of additional personnel labour resources within 30 calendar days."

Bidders may complete Schedule F15.4 at the time of tender submission; however, this schedule is not evaluated at tender stage. The appointed contractor(s) will be required to update or submit a newly completed Schedule F15.4, including any required memoranda of agreement, prior to contract commencement.

Question 5

On page 173, under *Additional Staff Resources*, it is stated that the Electrical Cable Jinter's Curriculum Vitae (CV) and copies of certificates for each Cable Jinter must be attached to the tender document, with details entered into Returnable Schedule F15. It is further stated that the Cable Jinter's certificates are required at tender close and must be submitted again at contract commencement.

However, the Electrical Cable Jinter is listed as an additional staff resource, which is captured under Schedule F15.4, where it is stated that additional personnel will be fully disclosed at contract award stage as a condition of contract.

This appears to be contradictory. Please confirm whether this is a mistake, and whether the disclosure and submission of the Electrical Cable Jinter's CVs, qualifications, and memoranda of agreement (as well as those of other additional staff resources) are required only at contract award or contract implementation stage, and not at tender stage.

Answer

The Electrical Cable Jinter is classified as an additional staff resource and forms part of a condition of contract. The associated information is therefore not required at tender stage for evaluation purposes. Accordingly, the Electrical Cable Jinter is correctly listed under Schedule F15.4, where the required information must be provided at the time of contract implementation. Tenderers are not required to submit the Cable Jinter's CVs, certificates, or related documentation at tender stage.

To correct the inconsistency, replacement pages 173R and 174R will be issued. All relevant amendments will be clearly highlighted on the replacement pages.

Question 6

Under section 3.2.8.3 – Uninterruptible Power Supply (UPS), it is stated that submittals shall include the following documentation:

Product Data: Catalogue sheets and technical data sheets indicating physical data, electrical performance, electrical characteristics, and connection requirements.

Please clarify whether these documents are required to be submitted at tender stage or at contract award / implementation stage.

Answer

No, the data pack and product information are not required at tender stage. The technical data requirements are included to ensure that the items priced in the price schedule conform to the specified standards or to the nearest available equivalent.

This provision enables bidders to tender on products that comply with the specification or an equivalent specification. At contract stage, the offered product(s) shall comply with the specified requirements or the nearest equivalent product specification.

The tender does not make provision for, nor does it request, the submission of product specifications or detailed product data at tender stage.

Question 7. We would like to request for a tender extension by at least 3 weeks from the closing date of this tender, this is due to suppliers/OEM's requesting more time in order to produce pricing that is compliant with the specifications, also there were errors that were identified during the clarification meeting that the City Of Cape Town representative stated that the required qualifications for certain key personnels are incorrect and will be corrected. This will delay suppliers and put them at risk of submitting non-responsive bids as they will have to look for key personnels that must be sourced and at this stage the City of Cape Town has not mentioned the correct qualifications that they must have. This extension will benefit the City of Cape Town, as suppliers would have had adequate time and received the appropriate information, they need in order to submit compliant responses to the City of Cape Town.

Answer: To be considered by the tender committee and will be subject to for approval. Once approved, it will be communicated to all bidders.

Question 8. Page 388 number 1.18 and 1.19 appear to be errors in terms of the qualification requirements. Is this an error?

Answer: Yes, replacement page 388R will be issued. All relevant amendments will be clearly highlighted on the replacement pages.

Question 9

Where a product of a specified rating is no longer available from the OEM, but products of both a lower and a higher rating are available, please clarify which item should be priced in the pricing schedule—the lower-rated or the higher-rated product.

Answer

Bidders are reminded of the pricing instructions, which require that all items be priced, and that the tender will be evaluated and awarded based on a basket of all prices submitted.

The tender makes provision for a range of products, and contract implementation will not be negatively affected should a specific item size be unavailable, discontinued, or replaced by an OEM, provided there is a well-substantiated reason.

Where any item cannot be priced, and a zero rate has been inserted in the pricing schedule, this must be clearly disclosed in Schedule F10: Proposed Deviations and Qualifications. Failure to disclose such deviations may affect tender responsiveness.

Question 10

Is it necessary to submit qualification certificates for the Installation Electrician (IE) and Master Installation Electrician (MIE) where a valid registration certificate has already been provided, given that such registration implies the individual has met the qualification requirements?

Answer

All information and documentation explicitly specified in the tender must be provided and must not be omitted. The required documentation, including qualification certificates, forms part of the evaluation criteria and will be assessed accordingly. Failure to submit the requested documents may result in failing minimum score for functionality and the tender being deemed non-responsive.

Question 11

In Schedule F13, point 3, the Master Installation Electrician (MIE) and Installation Electrician (IE) are required to be registered with the Engineering Council of South Africa (ECSA) as a Professional Registered Person (Electrical). Please confirm whether this requirement is correct.

Answer

A replacement page 372R will be issued. All relevant changes will be clearly highlighted on the replacement page.

Question 12

Is it mandatory to complete Schedule F15.4 – Additional Staff Resources at the time of tender submission?

Answer

Disclosure of additional personnel labour resources is a condition of contract. At the time of contract implementation, the tenderer shall be required to make a full disclosure of additional personnel labour resources within 30 calendar days.

A bidder may complete Schedule F15.4 at tender stage; however, the schedule must be updated or newly completed at contract implementation. The Contractor remains solely responsible for informing the Contract Manager of any changes that may negatively affect contract performance.

Question 13

Regarding certified copies of certificates, is there a maximum age for certification (e.g., within three months or one year), or must they be current?

Answer

No specific certification date is stipulated, provided that the documents are certified by a Commissioner of Oaths.

Question 14

May information be typed into the relevant schedules, or must it be handwritten? If typed, can the pages be replaced with electronically completed versions?

Answer

Typed and electronically completed schedules are acceptable.

Question 15

Is it permissible for the same individual to perform more than one function, for example, acting as both an electrician and a specialist (such as a generator specialist)?

Answer

Where the tender does not explicitly require different personnel, the same individual may perform multiple functions. However, the following must be considered:

- Certain specialists may only be qualified or authorised to work on specific OEM equipment, and therefore cannot fulfil specialist roles across different OEMs or companies.
- If the same individual is proposed for multiple roles and, at contract stage, is required to perform those functions simultaneously, this may result in performance delays, which could constitute a breach of contract.

Tenderers remain responsible for ensuring that proposed personnel can fulfil all assigned functions without compromising contract performance.

Question 16

Considering the corrections and amendments to the tender documentation, may an extension to the tender closing date be requested, as these changes may impact bidders' ability to complete and submit compliant tender bids?

Answer

Tenderers wishing to request an extension of the tender closing date must submit such requests directly to the SCM email address as specified in the tender documents.

Tenderers are therefore requested to:

1. Record receipt of this Notice on Schedule F12: Record of Addenda to Tender Documents.
2. Sign and return this Notice (append to the relevant returnable schedule) together with their completed tender document.

Failure to return a signed copy of the Addendum may result in the Tenderer being declared Non-Responsive.

Yours faithfully,

p.p. *SCM.Tender7*

For: Director: Supply Chain Management

ACKNOWLEDGEMENT OF RECEIPT FOR AND ON BEHALF OF THE TENDERER: TENDER NO 212S.2025.26

At on this day of 2026

Signature:

Name of Signatory:

(In ink and capitals)

TENDERER:

(Name of firm in ink and capital letters.)