

COMPULSORY BRIEFING SESSIONCITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD**SUPPLY CHAIN MANAGEMENT – TENDERS MANAGEMENT**

TENDER NUMBER:	203S/2025/26	HELD ON:	23.04.2026
DESCRIPTION:	SUPPLY, INSTALL AND MAINTAIN, AN EMERGENCY POLICING & INCIDENT CONTROL SYSTEM, AN INVESTIGATIVE CASE MANAGEMENT SYSTEM AND A CONTRAVENTIONS SYSTEM FOR THE CITY OF CAPE TOWN		

MINUTES**DETAILS OF DISCUSSIONS HELD:****1. Meeting Details:**

- Tender: 203S/2025/26 – Supply, Implementation, Training, Maintenance and Support of Emergency Policing & Incident Control, Investigative Case Management and Contravention Systems
- Meeting: Compulsory Clarification / Briefing Session
- Date: 23 April 2026
- Time: Approximately 09:00 – 15:00
- Venue: City of Cape Town (hybrid – in-person venue, overflow venue, and MS Teams online)
- Chairperson: Andrew Mortimer (City of Cape Town)
- Purpose: To brief prospective tenderers on the scope, requirements, evaluation methodology, and submission processes for Tender 203S/2025/26, and to respond to questions of clarity.

2. Attendance:

Note: Attendance was compulsory. Eligibility to submit a bid is conditional upon signing the physical register (in-person attendees) or posting full details in the online chat (online attendees). The list below is compiled from the meeting transcript and represents a best-effort record of named attendees who spoke or were identified during the session.

3. Agenda Items:

1. Welcome and housekeeping
2. Confirmation of attendance and compulsory nature of the briefing
3. Overview of Tender 203S/2025/26
4. General information and key dates
5. Communication protocol and Questions of Clarity (QOCs)
6. Lessons learnt from previous tenders
7. Award mechanism and schedules
8. Eligibility requirements
9. Functionality and technical evaluation
10. Pricing methodology
11. Returnable schedules and submissions
12. Demonstration of current systems and operational context
13. Questions and answers

4. Key Matters Discussed (Summary)

- The briefing is compulsory; failure to attend renders a bid non-responsive.
- Tender advertised on 2 April 2026; closing date 1 June 2026 at 10:00.
- Contract duration: 15 years
- All queries must be directed to scm.tenders13@capetown.gov.za; no direct emails to officials.
- Tender comprises three schedules:
 - Schedule A: Emergency Policing & Incident Control System
 - Schedule B: Investigative Case Management System
 - Schedule C: Contravention System

- Each schedule is evaluated independently; bidders may bid for one, more than one, or all schedules.
- Two tenderers per schedule will be appointed: winner and standby.
- Strict compliance with eligibility, functionality, pricing and returnable requirements emphasized.

5. Questions Raised and Responses

Q1. Can bidders submit for more than one schedule?

- Response: Yes. Bidders may bid for Schedule A, B, C, or any combination thereof, provided each schedule is fully compliant and priced independently.

Q2. Does appointing two tenderers per schedule mean six solutions in total?

- Response: Correct. Each schedule will have a primary (winner) and a standby tenderer. The standby will only be used if the primary contractor is unable to perform.

Q3. Can the standby tenderer be activated at any time during the contract period?

- Response: Yes. The standby may be activated at any point should the main contractor fail to perform.

Q4. Must all mandatory technical requirements be demonstrated in the video submission?

- Response: Only those mandatory requirements marked in the returnable schedule as requiring video evidence must be demonstrated. Further detail and explanations must be provided in the functionality returnables.

Q5. If a mandatory requirement will be delivered through customization, what must be shown in the demo video?

- Response: The eligibility schedule confirms commitment to deliver. The functionality schedules will indicate whether delivery is off-the-shelf, configuration, low-code/no-code, or customization, with explanations provided in the returnables.

Q6. Can the same references be used for entity experience and market traction?

- Response: Yes, provided the evidence meets the requirements for each criterion and is clearly referenced and verifiable.

Q7. Is it mandatory to have offices within the City of Cape Town at bid stage?

- Response: Yes, as per clause 5.3 on tender document page 201, "5.3.1 Tenderers' will be required to hold an office within the jurisdiction of the CCT for the duration of the contract".

Q8. Who is responsible for system integrations where different service providers are appointed?

- Response: Each successful service provider is responsible for their side of the integration. Open APIs and cooperation between parties are required.

Q9. Will infrastructure, connectivity, and mobile devices be provided by the City?

- Response: Yes. The City will provide infrastructure, connectivity, and devices. Bidders must specify infrastructure requirements, but these are not evaluated for pricing.

Q10. Does every returnable item need to be fully detailed at bid stage for the bid to be considered eligible?

- **Response:** Bidders must complete and submit all mandatory returnables in full. The level of detail required is specified per item in the eligibility and functionality schedules; failure to meet mandatory requirements will render a bid non-responsive.

Q11. Is the citizen application currently functional and deployed?

- **Response:** Yes, the Cape Town Citizen app is functional and deployed. The current operational context and existing systems were demonstrated during the session. Bidders are required to respond based on the tender specifications and stated requirements.

Q12. May a foreign company that is not registered on the City's supplier database submit a bid?

- **Response:** Supplier database registration and compliance requirements are detailed in the bid documentation. Entities not registered at the time of submission must comply with the stated requirements within the prescribed timelines.

Q13. What is the rationale for the on-premise requirement under Schedule B?

- **Response:** The rationale and constraints relating to hosting and deployment models are outlined in the specification and were discussed during the briefing. Any further clarification must be submitted formally via the SCM QOC process.

6. Closing

- Attendees were reminded to ensure their details were correctly recorded on the attendance register or online chat.
- All further questions must be submitted in writing via the SCM tender email address.
- Official responses, minutes, and notices will be issued to all registered attendees.
- The Chairperson thanked all participants for their attendance and engagement.

7. Distribution Note

- These minutes are issued for information purposes to all bidders who attended the compulsory clarification / briefing session for Tender 203S/2025/26.
- The minutes represent a best-effort summary of discussions and questions raised during the session and are read together with the official tender documentation.
- In the event of any discrepancy between these minutes and the tender documents issued by the City of Cape Town, the tender documents prevail.
- Responses recorded herein do not amend the tender unless subsequently confirmed through a formal written addendum or notice issued by the City of Cape Town via the official SCM channel