



REQUEST FOR INFORMATION (RFI): RF1164/2025/26 DESIGN, MANUFACTURE, SUPPLY AND DELIVER CUSTOM/PURPOSE-BUILT TRAILERS FOR THE CITY OF CAPE TOWN ON AD-HOC BASIS

1. Purpose

- 1.1. This is a Request for Information (RFI) that relates to market information and industry input relating to the design, manufacture, customisation, supply and delivery of purpose built trailers suitable for municipal operations.
- 1.2. There is a need for customised trailers as the need arises for operations and the City wants to understand typical market offerings, capabilities and constraints in the trailer manufacturing market.
- 1.3. The City is to identify relevant industry players and available solutions and inform the development and refinement of future technical specifications and scope definitions.
- 1.4. This RFI is not a procurement process, request for quotation, bid, or proposal, and no appointment, contract, or remuneration will result from participation in this RFI.

2. Legislative Requirements & Background

- 2.1. As a municipality and a local government entity, the City of Cape Town needs to comply with various policies and regulations, for example, Municipal Financial Management Act (MFMA), Preferential Procurement Policy Framework Act (PPPFA), Generally Accepted Municipal Accounting Practice (GAMAP), and municipal standard chart of accounts (MSCOA).
- 2.2. The City of Cape Town consists of thirteen (13) directorates of which the majority are responsible for providing services to communities and citizens. These services include for example basic services, water, energy, sanitation and library services. There are also specific services which citizens need to apply for such as land and property related services, rates clearance, and applications for permits. The City of Cape Town also provides service relating to emergency incidents.
- 2.3. The City of Cape Town procures various standard trailers to support operational activities across multiple line departments. The City anticipates future requirements for customised or purpose built trailers, configured to support specific tools, equipment, crews and workflows.
- 2.4. The City at the tender stage is not certain of the exact nature, design, requirements and quantities of these customised trailer requirements. The City is therefore conducting this RFI in

accordance with its market engagement principles to assess available solutions, suppliers and commercial practices in the market.

3. Request for Information

- 3.1. This Request for Information (RFI) is not a request for proposal, request for quotation, offer or invitation for bid, nor does its issuance restrict the City of Cape Town in its eventual implementation activities.
- 3.2. The responses to the Request for Information will provide the City of Cape Town with information about products currently available in the market to support its required business capabilities.
- 3.3. The City of Cape Town may request additional information from the respondents and may request demonstrations (proof of concepts) to be provided. It is therefore important that respondents provide accurate and honest information in their responses.
- 3.4. This Request for Information will be published with the aim of collecting information on multiple products and solutions offerings.

4. Timeline

The City is currently requesting research on specialised and customised trailers service providers.

- 4.1. RFI Closing date: **Wednesday, 9 June 2026**

5. RFI SCOPE

- 5.1. Respondents are requested to provide information relating to customised trailer capability. Typical examples of potential applications include, but are not limited to.
- 5.1.1 Mower or landscaping trailers with hanging systems or brackets for multiple weed-eaters.
 - 5.1.2 Trailers incorporating lockable tool storage, racking, and compartments.
 - 5.1.3 Unique and specified mesh trailers for specific applications.
 - 5.1.4 Purpose built trailers for parks, roads, cleansing, water & sanitation or facilities maintenance crews.
 - 5.1.5 Trailers tailored to improve safety, ergonomics, theft prevention, and operational efficiency.

Note: These examples are illustrative only and do not represent guaranteed requirements.

- 5.2. Details on trailer(s) design, manufacturing and body building processes and design standards

- 5.2.1 Applicable SANS and engineering standards typically adhered to in trailer manufacturing and building.
- 5.2.2 Compliance with the National Road Traffic Act (NRTA) and related regulations
- 5.2.3 NATIS registration and licensing processes.
- 5.2.4 Certificates, technical documentation and compliance records provided at delivery.
- 5.2.5 Typical trailer design, development and manufacturing process of a trailer up until homologation including typical lead times on each stage or process.
- 5.2.6 In typical trailer manufacturing, are trailer designs developed internally by the manufacturer, or are they outsourced to third-party designers or consultants?
- 5.2.7 Highlight key risks and constraints within each stage or process up until delivery, from concept to delivery.

Note: Although the RFI requests the submission of information according to the abovementioned scope, the RFI process allows for additional information, solution proposals, and technologies to be included.

6. General Company and Product/Service Information

- 6.1. Information to be provided by respondents
 - 6.1.1 Company profile, legal entity name and company registration details.
 - 6.1.2 Years of experience in trailer manufacture and/or customisation trailers development and production.
 - 6.1.3 Manufacturing facilities (local manufacture and/or imported components).
 - 6.1.4 Experience supplying customised trailers to municipal or public-sector clients.
 - 6.1.5 Staff capacity and skills within the manufacturing organisation.
 - 6.1.6 Design and customisation build trailers capability. The use of in-house against outsourced design engineering capability.
 - 6.1.7 Typical types of customisation of trailers work being offered by respondent (structural, modular, tool integration, security features, etc.)
 - 6.1.8 Flexibility to adapt the designs based on the exact need of the client.

The responder to provide information relating to the company and product/service itself.

7. Product/Service Offering References

The responder provides information relating to the product/service and where the product/service is successfully deployed/utilised:

- 7.1. Provide details of where a similar service/product have been implemented locally in South Africa.
- 7.2. Provide details of where a similar service/product have been implemented in the public sector, municipality or government sector.
- 7.3. Examples of customised trailers supplied with brief descriptions including photographs or drawings where available.
- 7.4. Contactable References

Provide updated contact details of at least two (2) contactable references, with the details of when the implementation was completed and the scale and type of project.

- Company name and details
- Contact person name and surname
- Role on the implementation
- Telephone number
- Email address.

The City requires the ability to engage with reference clients from existing implementations of the solutions.

8. Product Pricing Structure

The responder to provide information relating to the pricing structure of the product and indicated pricing as per the below:

- 8.1. Typical pricing models used for customised trailers.
- 8.2. Indicative pricing structures and cost drivers (no pricing submissions required, design effort, materials, tooling, production runs, etc.)
- 8.3. Differences in pricing between one-off builds and repeat orders.

9. Interaction with Respondents

- 9.1. Respondents are advised that the City of Cape Town reserves the right not to utilise information gathered during the request for information process in order to complete a specification, which is to be put forth for tendering.
- 9.2. Send any questions to Fleet.Tenders@capetown.gov.za should you have any queries.

10. Proof of Concept

- 10.1. The City of Cape Town reserves the right to engage respondents to look at different methods to validate and test information provided in response to this RFI. This may include a request for a proof of concept or a demo. This will not result in any financial contribution towards proofing the respondent(s) concepts but will allow the City of Cape Town to engage after the conclusion of this RFI with the aim to ensure the information provided is validated and tested.

11.No Obligation

- 11.1. This RFI places no obligation on the City of Cape Town to embark on any subsequent process to obtain any product or solution offering listed herein and respondents hereto shall obtain no preference or favour by responding to the Request for Information.
- 11.2. The City of Cape Town is bound by relevant legislation and formal procurement and other procedures and therefore will follow these procedures should a need arise to procure any technologies in the future.
- 11.3. Responses to this RFI are voluntary. Do not include any proprietary, classified, confidential, trade secret, or sensitive information in your response. The responses will be reviewed by City staff, and individual feedback will not be provided to any respondent. The City of Cape Town will use information submitted in response to this Request for Information at its discretion. The City of Cape Town reserves the right to use any submitted information on its public websites, in reports, in summaries, in any possible resultant solicitation(s), grant(s), or cooperative agreement(s), or in the future development regarding this subject.
- 11.4. This RFI is for information and planning purposes only and shall not be construed as a solicitation, grant, or cooperative agreement, or as an obligation on the part of the City of Cape Town. The City of Cape Town will not pay for the preparation of any information submitted or for the use of such information nor undertakes to protect what the respondents deems to be proprietary or intellectual property. No basis for claims against the City of Cape Town shall arise as a result of a response to this request for information or from the use of such information.

- 11.5. The research obtained from this RFI will inform the technical and functional specification of the proposed goods and services to be obtained, which may then follow an open competitive bidding process, should the City of Cape Town opt to implement such a system (Viability and Feasibility assessment, budgetary provisions, etc.). The City of Cape Town reserves the right not to proceed with any further process, should the research/technology indicate it is not a priority, viable and/or feasible. The City of Cape Town reserve the right to applied different procurement strategies, while exploring different methods to validate and test information provided in response to this RFI.

12. Submission Requirements

- 12.1. Please provide all inputs electronically on or before **16:00 on, 09 June 2026**.
- 12.2. All responses to be sent: Fleet.Tenders@capetown.gov.za
- 12.3. Email subject line: RFI164/2025/26 response from [Insert company name]
- 12.4. Response format: PDF, JPEG and/or MS Word
- 12.5. Length: +/-10 pages including support documentation.

Thank you

Demand Management

Directorate of Finance

Department of Supply Chain Management