



Meeting Minutes

Date: 29 May 2026
Time: 13H00 – 14: 20
Venue: Microsoft Teams
Subject: Tender 238G/2025/26: Non-compulsory Clarification Meeting



1. OPENING & WELCOME

Welcome of attendees:

- The Chairperson noted that the meeting is being recorded for record-keeping purposes.
- Welcomed all the Attendees on behalf of City of Cape Town Municipality.
- Reemphasised that meeting is non-compulsory.
- The meeting is as per the Clarification meeting clause 2.2.7 in the tender document. The the purpose of this clarification meeting is for Tenderers to familiarise themselves with aspects of the proposed work, services or supply and it is also an opportunity to pose questions.

Introduction:

- Two officials from the City conducted the introduction, representing their respective departments within IS&T. The one official is the Project manager for the tender, while the other served as the Chairperson of the session.
- Together, they were part of the team responsible for overseeing this tender process and would be supporting attendees through any clarifications they may require.
- Chairperson, handed over to the Project Manager for the introduction and to provide the background and purpose of the tender.

- Chairperson requested all attendees to provide their contact details on the instant message (IM) box, including their full name, name of the company they represented, and their email address.

Background and Purpose of the Tender:

The tender is a renewal/replacement of an existing contract for appointing a certified Adobe reseller. All bidders must be certified and authorized Adobe resellers. The tender covers the procurement of Adobe software licenses based on business needs. While some products are commonly purchased, the list is not exhaustive. The tender allows for the purchase of any product within the full Adobe software catalogue as well as the renewal of existing subscription licenses.

2. DISCUSSION

- Meeting discussions were conducted with reference to the presentation (Annexure A) and the advertised tender document which is inserted in presentation slide 7.
- Chairperson noted that tenderers were welcome to submit any further questions after this meeting has concluded to the ist.tendersr@capetown.gov.za

3. QUESTION & ANSWER SESSION

Questions from potential Bidders	Response	Responding Entity
Specifically what type of training is expected from the service provider?	<p>Training would focus on Adobe products, such as Creative Cloud or Acrobat Pro, and would equip users with an understanding or knowledge of the features and functionality of those tools they use.</p> <p>Training is on ad-hoc basis, therefore the number cannot be confirmed. The speaker explained that training is not scheduled regularly and is conducted only when a need arises. In some instances, it may be provided to one person on a one-on-one basis rather than in a group, and in other instances it would be a group.</p>	COCT Officials
		COCT Officials
<p>The other question asked was whether the training needs to be officially certified or if practical, hands-on training would be sufficient?</p> <p>The speaker sought confirmation whether there is no requirement for participants to be issued with a competency certificate?</p>	The speaker explained that while some training centres may provide certificates of attendance as proof of participation, their main goal is not to certify competency—only to confirm that the person attended the training.	COCT Officials
Will the recording be provided or it's upon request?	The speaker advised that meeting recordings would not be provided, but minutes of	COCT Officials

	the meeting would be shared, and a summary notice along with presentation covering what was discussed.	
Tender documents indicates that the contract only starts on 1 July, but licences expire on 12 June, there may be a gap before new licences can be activated?	The City is standardising all Adobe licences to start on 1 July by moving to a new VIP number, ensuring no gaps and full alignment with the financial year.	COCT Officials

MEETING ADJOURNED AT 14:46

CHAIRPERSON

Signature:

n.y.M

Date: