



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

## APPOINTMENT OF A CERTIFIED ADOBE RESELLER

TENDER NO: **238G/2025/26**

Non-Compulsory Clarification Meeting

Making progress possible. **Together.**



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# 1. Opening and Welcome.

# 2. Introduction.

# 3. Background and Purpose of the tender.

# 4. Advertised tender Document.



Adobe Acrobat  
Document

# 5. Typical compliance failures that render bids non-responsive.

- Pricing Errors
- No clear offer
- Non-compliance with tender conditions
- Not providing enough information to enable functionality to be scored
- Non-submission of Key evidence/supporting documents
- Not completing all schedules fully
- Not complying with price instructions
- Proposing material deviations

# 5. Typical compliance failures that render bids non-responsive-Continued.

- Not including any tender notices
- Not replying to clarification requests in time
- Tax compliance
- Inappropriate bid declarations
- Specification non-compliance

# 6. Typical Bidder Errors – Bidder Administration.

- Not providing sufficient content to constitute an offer
- **Not replying to clarification requests timeously or completely**
- Proposing material deviations– Refer to 2.3.7.2, of the tender document, clarifying what qualifies as a material deviation
- Not attaching required content
- Not submitting mandatory information
- **Not complying with tender conditions :**
  - Not providing all items
  - Changing the offer during clarifications
  - Not completing all schedules fully
  - Changing the tender document
- Not including any tender notices in bid submissions
- **Errors in pricing the document :**
  - Not pricing all items
  - Not complying with pricing instructions.

# 6. Typical Bidder Errors – Ability Test

- Not considering all tender requirements in full detail when completing schedules :
  - Ignoring returnable schedules in making bid submissions
- Failed experience/track records/equipment, etc :
  - Not all details required to pass criteria are fully and clearly described
  - Tenders being submitted clearly do not meet requirements
- Not providing enough information to enable functionality to be scored :
  - Not fully completing all schedules
- Not attaching content required in the tender conditions

# 6. Typical Bidder Errors – Technical Test.

- Not having required insurances, or not providing evidence of such
- Not meeting professional accreditation requirements, or not providing evidence of such
- Non-compliance with specification requirements :
  - Not offering the specified equipment
  - Not fully completing all schedules
  - Not completing technical data sheets in a manner that aligns to specifications
- Not meeting product accreditation requirements, or not providing evidence of such.

# Questions





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# THANK YOU

