

# ILM Tender Briefing Session

**Meeting Title:** ILM Tender Clarification Session (Tender 252S 2025/26)

**Date:** 5 June 2026

**Time:** 10:00 – 12:00

**Location:** Hybrid (Online and Cape Town)

**Chairperson:** [REDACTED]

**Presenters:** [REDACTED]

**Attendees:** Representatives from various bidder organisations (attendance captured via chat/register)

## 1. Purpose of the Meeting

- To provide clarification and guidance to bidders on the tender for:

Supply, installation, maintenance, and support of an Identity Lifecycle Management (ILM) solution for the City of Cape Town.

- To assist bidders in preparing accurate and compliant submissions.

## 2. Key Tender Information

- **Tender Advertised:** 29 May 2026
- **Closing Date:** 2 July 2026 at 10:00
- **Contract Duration:** 10 years (subject to MFMA Section 33 approval)
- **Clarification Meeting:** Non-compulsory, highly recommended
- **Minutes & Presentation Release:** Expected by 12 June 2026

## 3. Communication and Queries

- All queries must be submitted via the official tender email address.
- Queries **will not be accepted after 25 June 2026**.
- No responses or notices will be issued during the final week before closing.
- Bidders must avoid contacting individuals directly.

## 4. Submission Requirements

- Submissions must include:
  - **Hard copy and soft copy** (hard copy prevails)
- Ensure:

- Accurate and complete documentation
- Consistency between electronic and printed versions
- All requested information must be provided; incomplete submissions may be disqualified.

## 5. Evaluation Process

### 5.1 Stages of Evaluation

1. **Eligibility**
2. **Functionality Scoring**
3. **Price Evaluation**

### 5.2 Eligibility Requirements

- Mandatory completion of all required forms
- Key requirements include:
  - OEM accreditation/authorisation proof
  - OEM retail price list submission
  - Evidence of compliance with technical requirements (IGA and PAM)
- Joint ventures must clearly define roles and responsibilities.

### 5.3 Functionality Scoring

- Minimum required score: **60/100**

Criteria	Weight
Years of experience	40
Project size (users)	30
Solution types implemented	30

- Only verifiable evidence will be scored.
- Non-verifiable claims receive zero points.

### 5.4 Pricing Requirements

- Prices must:
  - Be in **South African Rand**

- Include all costs except VAT
- Be **fixed and final** (no adjustments allowed post-submission)
- OEM price + markup = evaluation price

## 6. Key Compliance Risks (Lessons Learned)

Bids may be deemed **non-responsive** due to:

- Missing mandatory documents or incomplete submissions
- Failure to respond to clarification requests on time
- Deviations from tender conditions or specifications
- Conditional pricing or changes to the tender document
- Incorrect pricing methodology or assumptions

### Important:

- No material deviations are allowed.
- Pricing must not include conditions.

## 7. Returnables and Documentation

- All listed returnable schedules must be completed.
- Key documents include:
  - OEM accreditation (F13A)
  - OEM price lists (F13B)
  - Functionality evidence (F13C–F13E)
  - Technical compliance evidence (F13F–F13H)
- Failure to submit required returnables may result in disqualification.

## 8. Award Methodology

- Award based on highest total evaluation points.
- **Single supplier (“winner takes all”)**, with one standby bidder.
- Standby bidder may be appointed if the main contractor fails.

## 9. Key Guidance to Bidders

- Do not make assumptions—submit clarification questions.
- Ensure references are contactable (letters not mandatory).

- Follow pricing structure strictly.
- Ensure full compliance with technical specifications (C5).
- Submit all queries in writing before the cut-off date.

## 10. Questions and Responses

- Questions raised included:
  - Preferential procurement (SMME involvement) - please submit written question.
  - Training tools - bidders to follow specification and submit written queries.
  - Reference letters -not required; contactable references sufficient.

## 11. Closure

- Attendees reminded to:
  - Submit contact details
  - Submit clarification queries early
- Meeting adjourned with thanks from the chair.

## 12. Action Items

Action	Responsible	Deadline
Submit clarification questions	All bidders	Before 25 June 2026
Circulate minutes & presentation	City of Cape Town	12 June 2026
Prepare compliant tender submission	All bidders	2 July 2026