

Meeting Minutes		
Meeting Details		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD CS&H PLANNING DEVELOPMENT & PMO
Meeting Title:	NON-COMPULSORY CLARIFICATION MEETING - TENDER NO. 274G/2025/26 TENDER DESCRIPTION: PROCUREMENT OF NEW CREMATORS AND ASSOCIATED WORKS	
Facilitator	T. Nyepela	
Minute Taker	T. Nyepela	
Date:	01 July 2026	
Time:	10h00	
Location/ Teams	MS Teams	
Attendees	Attendance register attached.	
1. Welcome	Welcome all attendees to the non-compulsory clarification meeting for Tender No. 274G/2025/26: Procurement of New Cremators and Associated Works. Attendees were requested to provide their company representative details in the chat to serve as evidence for the meeting attendance register. Tenderers advised that: • The purpose of the meeting was to guide potential tenderers through key aspects of the tender document. • The meeting would not amend the tender document. • The tender document remains the primary reference in the event of any discrepancies. • Any corrections, clarifications, questions and answers arising from the meeting would be formally communicated via a Tender Notice.	
2. Presentation and Discussion	Agenda 1. Tender information 2. Returnable documents 3. Draft contract 4. General 5. Questions and answers 1. Tender Information The following information was provided: • Tender advert: 12 June 2026. Closing date: 27 July 2026 at 10h00. • Tender submissions to be deposited in Tender Box 183 at the Civic Centre. • Tender documents are available from the Civic Centre and the City's e-Procurement Portal. • The contract period is 36 months. • The City intends appointing two service providers: ○ One primary tenderer; and ○ One alternative/standby tenderer for allocation of work. • Only responsive tender submissions complying with all contract requirements and SCM requirements will be considered.	

Functionality Requirements

- The minimum functionality score is 60 points out of 100.
- Joint ventures must clearly indicate the scope of work allocated to each participating entity.
- Tenderers must demonstrate experience with evidence aligned to the scope of works.
- Performance evidence must be verified by accredited testers and comply with the applicable standards at the time of completion.
- Tenderers must provide relevant project experience, contactable references, supplier representative details (employed by the bidder), and completed schedules as required in the tender document.
- Current projects will not be considered for functionality evaluation purposes.

Compliance Requirements

- Valid tax compliance status and tax PINs must be submitted.
- For joint ventures and consortia, each participating entity must submit its own tax compliance information.
- BBBEE evidence must be submitted to qualify for preference points.
- Unincorporated joint ventures must submit a verifiable consolidated BBBEE scorecard.
- Preference point evaluation will be conducted using the 80/20 preference point system.

2. Returnable Documents

Tenderers were reminded that:

- All schedules and declarations must be completed and signed.
- All requested certificates and supporting information must be submitted.
- Relevant project schedules must be completed accurately.
- Failure to submit required returnable schedules may result in a non-responsive bid.

Emphasised was provided on the importance of completing and submitting the following returnable schedules:

- F13A – Entity Track Record.
- F13B – Supplier Representative Experience.
- F13C – Technical Data Sheet (Standard Units).
- F13D – Technical Data Sheet (Oversized Units).

These schedules are mandatory and must contain all information requested, including contactable references where applicable.

3. Draft Contract

The following contractual provisions were highlighted:

- **Performance Security** - performance guarantee, from an approved financial institution must be provided within 14 days of commencement. A document discrepancy was identified regarding the reference date of the approved institutions list (13 August 2025 vs. 15 August 2025). This discrepancy will be clarified through a formal Tender Notice.
- **Insurance** - Public liability insurance, motor vehicle liability insurance, and other insurances specified within the contract.

	• COIDA Compliance - A valid Letter of Good Standing; or Proof of insurance as required under the Act. • Warranties - requirements for various components, including cremators, rainwater systems, solar inverters and associated systems, are detailed within the tender document. • Contract Price Adjustment - adjusted every six months from the contract commencement date in accordance with the Contract Price Adjustment provisions detailed in Schedule F1. • Subcontracting - The City contracts directly with the appointed supplier. The supplier remains fully liable for all acts, omissions and performance of subcontractors. • Penalties - may be imposed for non-performance at R6 000 per day (excluding VAT); and up to a maximum of 10% of the value of the works. 4. General All information relayed in the briefing meeting is outlined in the tender document; Complete all schedules as instructed in the tender document. Additional Guidance Provided • Any discrepancies identified within the tender document must be reported immediately through the prescribed SCM email. • Tenderers may not alter, amend or edit tender documentation, as this may constitute a material deviation. • An electronic locked Schedule of Rates is available. • The hard-copy Schedule of Rates remains the official submission document. • Tenderers are requested to submit the electronic Schedule of Rates on a flash drive to assist the evaluation process. • Site visits may be arranged where required during the tender period. 5. Questions (below)								
3. Questions	Question 1: Tenderer advised that questions had previously been submitted to the SCM Demand Management email address and sought confirmation whether future queries should be directed to SCM.tenders25@capetown.gov.za. Response Confirmation provided that all tender-related queries should be forwarded to the email address specified in the tender document - SCM.tenders25@capetown.gov.za.								
4. Closing	BSC chairperson confirmed that all had been covered and the meeting could conclude. Meeting was adjourned at 08h25								
5. Action Items	<table><tr><th>No.</th><th>Action Description</th><th>Responsible</th><th>Due Date</th></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></table>	No.	Action Description	Responsible	Due Date				
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	1	Issue Tender Notice clarifying the approved institution list date discrepancy (13 August 2025 vs 15 August 2025).	CoCT	Before tender closing date.
	2	Compile and publish meeting questions and responses where applicable.	CoCT	Before tender closing date.
	3	Submit all tender queries to SCM.tenders25@capetown.gov.za	Tenderers	Before tender closing date.
6. Signature				