



MEETING MINUTES

DATE	15 April 2025
CONTRACT	230S/2024/25– MAINTENANCE OF PUBLIC LIGHTING AND HIGH MAST LIGHTING INSTALLATIONS FOR DISTRIBUTION AREA EAST, NORTH, SOUTH AND ESKOM AREAS
TIME	10:00 to 12:00 pm
LOCATION	Boardroom 3.69, Third Floor, Head Office Building, Bloemhof Centre, Oakdale, Bellville
PURPOSE	Briefing meeting (Virtual and physical, non-compulsory but strongly recommended)

MEETING NOTES

AGENDA / ACTION ITEMS	Reference	DISCUSSION SUMMARIES
Introduction		- Introduction of the City's project team. - It was emphasized that the intention of the clarification meeting was to provide an overview of the Tender Document and the aim is to highlight some important aspects of the Tender Document. - It is the responsibility of Tenderers to familiarize themselves with the contents of the Tender documents published. - Tenderers to ensure that the document is filled in completely and signed with supporting documents attached. - Tenderers to sign the attendance register before leaving. - Questions & Answers session to be held after the presentation.
Discussion	General Tender Information Page 1-Page 4	- Tender No: 230S/2024/25 - Tender Description: Maintenance of Public Lighting and High Mast Lighting Installations for Distribution Area East, North, South and Eskom Areas. - Tender advertised on 04 April 2025. - Closing date is 12 May 2025 at 10 am. - Tender Fee of R200. - Non – refundable tender fee payable to the City of Cape Town (CCT) for a hard copy of the tender document. This fee is not applicable to website downloads of the tender document. - Clarification meeting (Non-compulsory, but strongly recommended)



**Procurement Procedures
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- Tender box number 238.
- Tender box address: Tender & Quotation Boxes Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.
- The Tender Document (which includes the Form of Offer and Acceptance) completed and signed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and address of the tenderer, the endorsement "**230S/2024/25: MAINTENANCE OF PUBLIC LIGHTING AND HIGH MAST LIGHTING INSTALLATIONS FOR DISTRIBUTION AREA EAST, NORTH, SOUTH AND ESKOM AREAS**", the tender box number and the closing date indicated on the envelope.
- The sealed envelope must be inserted into the appropriate official tender box before closing time.
- If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at the public counter (Tender Distribution Office) for alternative instructions. It remains the tenderer's responsibility to ensure that the tender is placed in either the original box or as alternatively instructed.
- Queries relating to the document can be e-mailed to:
- CCT Tender Representative: SCM.Energy@capetown.gov.za

Clause 2.1.5.1

- Unless otherwise stated in the Conditions of Tender, a contract will be concluded with the tenderer who scores the highest number of tender adjudication points.
- The work will be divided and awarded into two (2) work categories:
 - ✓ CATEGORY A-MAINTENANCE OF PUBLIC LIGHTING INSTALLATIONS
 - ✓ CATEGORY B-MAINTENANCE OF HIGH MAST LIGHTING INSTALLATIONS

Clause 2.1.5.1.1 Category A- Maintenance of Public Lighting Installations

- The City of Cape Town intends to appoint one (1) main tenderer and one (1) alternative tenderer to provide all the required services under this category in all Areas.
- The alternative tenderer shall be utilized when the main tenderer defaults, refuses or is unable to do the work due to capacity or other constraints during the contract period.
- The alternative tenderer will be notified by the City of Cape Town representative to commence with services in terms of the contract and conditions of tender and shall be given a notice period of fifteen (15) calendar days to commence work.



		Clause 2.1.5.1.2 Category B- Maintenance of High mast Lighting Installations - The City of Cape Town intends to appoint one (1) main tenderer and one (1) alternative tenderer to provide all the required services under this category in all Areas. - The alternative tenderer shall be utilized when the main tenderer defaults, refuses or is unable to do the work due to capacity or other constraints during the contract period. - The alternative tenderer will be notified by the City of Cape Town representative to commence with services in terms of the contract and conditions of tender and shall be given a notice period of fifteen (15) calendar days to commence work.
	Page 8	Clause 2.1.7 - CCT Supplier Database Registration
	Page 8	Clause 2.1.8 - National Treasury Web Based Central Supplier Database (CSD) Registration
	Page 9	Clause 2.2.1.1 - Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document and the Conditions of Tender. An 'acceptable tender must "COMPLY IN ALL" aspects with the tender, Conditions of Tender, all Specifications (i.e., item C.5 below, hereinafter the "Specifications"), pricing instructions herein and the Contract including its conditions.
	Page 9	Clause 2.2.1.1.1 - Only those tender submissions from which it can be established, inter alia that a clear, irrevocable and unambiguous offer has been made to CCT, by whom the offer has been made and what the offer constitutes, will be declared responsive.
	Tenderers to Note	- It was emphasized that no new information will be accepted after the closing date of tender. Tenderers are reminded to populate the schedules completely and to submit all the required supporting documents to avoid being deemed non-responsive or losing functionality points due to missing documentation. Examples of required documents include certificates for personnel: Trade Test certificates, Project Completion certificates, CVs, Vehicle Registration certificates, etc. - Clarification shall not be sought to allow a tenderer to rectify non-compliance as that would be affording them a second opportunity.



	Page 9- 10 Page 129 Page 226 Page 146 Page 230- 232	Clause 2.2.1.1.4.1 - Minimum score for functionality: Category A - Maintenance of Public Lighting Installations Functionality criteria: ✓ Previous Experience- Scores for minimum to maximum years of experience were explained as per tender specification. Experience will be considered until the tender closing date. ✓ Key Personnel- Scores for minimum to maximum number of electrician, Construction Supervisor and Semi-skilled were explained as per tender specification. - The minimum qualifying score for functionality is 65 out of a maximum of 100. Clause 1.1 of the specification - MAINTENANCE OF PUBLIC LIGHTING INSTALLATIONS - Maintenance of Street Light Installations including but not limited to trenching, cable installation, backfilling, jointing of cables, Inspection of street lighting structure and luminaires and all components on the street lighting, performing various electrical repairs and other electrical activities for various street lighting projects, within the boundaries of the City of Cape Town (inclusive of both the City of Cape Town and Eskom Supply Areas). - Schedule F.13A: Details of the Tenderer's previous experience in the maintenance of public lighting installations must be completed in Returnable Schedule F.13A. The company experience will be considered up to the closing date of the tender. Clause 29.1-The contractor must ensure that each crew consists of: ✓ Installation Electrician-Trade tested and a minimum of two (2) years relevant experience in Public Lighting environment post trade test qualification. ✓ Construction Supervisor shall have a minimum of five (5) years' experience in Electrical infrastructure construction supervision. ✓ Semi-skilled- Minimum three (3) years relevant experience in Public Lighting environment post qualification. - Details shall be entered into Schedule F.13C. - Schedule F.13C: Key personnel- Tenderer to populate details of the staff that will be utilized for Maintenance of Public Lighting Installations.
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Eligibility Criteria Page 11- 12 Page 129 Page 228 Page 148	Clause 2.2.1.1.4.1- Minimum score for functionality: Category B: Maintenance of High mast Public Lighting Installations Functionality criteria: ✓ Previous Experience- Scores for minimum to maximum years of experience were explained as per tender specification. Experience will be considered until the tender closing date. ✓ Key Personnel- Scores for minimum to maximum number of points for the electrician, Construction Supervisor and Semi-skilled were explained as per tender specification. - The minimum qualifying score for functionality is 65 out of a maximum of 100. Clause 1.2 of the specification - MAINTENANCE OF HIGH MAST LIGHTING INSTALLATIONS - electrical maintenance works to existing high mast lighting installations, including but not limited to trenching, cable installation, backfilling, jointing of cables, Inspection of High mast structure and hydraulic machine, luminaires and all components on the high mast, lowering and raising high mast using a winch, rope and hydraulic machine, replacing high mast bulk lamps, performing various electrical repairs and other electrical activities for various high mast projects, within the boundaries of the City of Cape Town (inclusive of both the City of Cape Town and Eskom Supply Areas). - Schedule F.13B: Details of the Tenderer's previous experience in the maintenance of high mast lighting installations must be completed in Returnable Schedule F.13B. The company experience will be considered up to the closing date of the tender. Clause 29.1-The contractor must ensure that each crew consists of: ✓ Installation Electrician-Trade tested and a minimum of two (2) years relevant experience in High mast lighting environment post trade test qualification. ✓ Construction Supervisor-Shall have a minimum of five (5) years' experience in Electrical infrastructure construction supervision. ✓ Semi-skilled- Minimum three (3) years relevant experience in High mast lighting environment post qualification. - Details shall be entered into Schedule F.13D.	
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	Page 233-234 Evaluation of tender offers Page 20 - 21 Page 22 Page 213 The contract Page 25 Page 26 Page 26-47 Area of preference Page 54 Price Schedule Page 52-53	- Schedule F.13D: Key personnel- Tenderer to populate details of the staff that will be utilized for Maintenance of High Mast Lighting Installations. - The following clauses were discussed under scoring of tenders. ✓ Clause 2.3.10.3.1 ✓ Clause 2.3.10.3.2 ✓ Clause 2.3.10.3.3 ✓ Clause 2.3.10.3.4 - Table B2 -Awards above R50 mil (VAT Inclusive) - It was emphasized that the contractors must submit supporting documents or evidence as per Table B2 for each preference item or point claimed. - Table 1- Specific goals for the tender and points claimed. - The contract. - C.1 - Details of tenderer/supplier. - C.2 - Form of offer and acceptance- Tenderers were urged to populate the form of offers for Areas that they will tender for. - C.4- Tenderers to indicate their Area of Preference for maintenance of public lighting installations work Category A and maintenance of high mast lighting installations work Category B. - C.4 - The price instructions discussed are highlighted below: ✓ Clause 5.1 ✓ Clause 5.2 ✓ Clause 5.3 ✓ Clause 5.4 ✓ Clause 5.5 ✓ Clause 5.6 ✓ Clause 5.7 ✓ Clause 5.8
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	✓ Clause 5.9 ✓ Clause 5.10 ✓ Clause 5.12 ✓ Clause 5.13 ✓ Clause 5.14 ✓ Clause 5.15 - Areas of preference and pricing schedule for tables each Area explained. - The tender specification was explained to the attendees. An emphasis was made on the following clauses: ✓ Clause 1 - The scope of specification. ✓ Clause 1.1- Maintenance of Public Lighting Installations. ✓ Clause 1.2 - Maintenance of High Mast High Mast Lighting Installations. - Clause 7 - Description Of Work - Clause 31- Installation of high mast distribution board. - Clause 32- Installation and welding of gussets on high mast. - Clause 33- Demolishing of the entire high mast and its foundation. - Clause 36- High Mast Lighting Maintenance Activities. - Addendum A, Table 1: List of Eskom supplied areas. - Addendum A, Table 2: City Of Cape Town Distribution Areas. - The tender specification was explained to the attendees. An emphasis was made on the following clauses: ✓ Clause 30 - Crews, vehicles, tools and equipment: maintenance of high mast lighting installations Category B. ✓ Clause 17- Personal Protective Equipment (PPE). ✓ Clause 29.6 and 30.6 - Vehicles per crew. - Clause 20 Penalties. - Clause 11- Insurance. - Contract Price Adjustment - Information to be provided with the tender
	Specification(s) Page 129
	Page 166
	Page 146- 148
	Special Conditions of Contract Page 48
	Page 209
	Page 225



	Questions & Answers	Q: Must each crew outlined in clause 30 of the specification have own vehicles or will there be sharing with other teams? A: The trucks, the tools, the personnel, they form part of the crew and each crew must have those vehicles as per clause 30 of the specification. The tenderer will make use of the vehicles as and when required depending on the project. A works project document will be issued detailing the scope of work required to be done and that's where the contractor will do the planning in terms of the required vehicles. The contractor must have access to the different types of vehicles when required. Q: When all four teams are onsite, they will all be required to have vehicles outlined in clause 30? A: Each crew must have vehicles outlined in clause 30. The tenderer will make use of the vehicles as and when required depending on the project. A works project document will be issued detailing the scope of work required to be done and that's where the contractor will do the planning in terms of the required vehicles. The contractor must have access to the different types of vehicles when required. Q: Does clause 30 require a truck or Aerial platform or Crane truck with a vehicle, or is it all the vehicle A: It is a truck, aerial platform, and crane truck and light delivery vehicle. All of those vehicles per crew. The tenderer will make use of the vehicles as and when required depending on the project. A works project document will be issued detailing the scope of work required to be done and that's where the contractor will do the planning in terms of the required vehicles. The contractor must have access to the different types of vehicles when required. Q: When all vehicles are required onsite, how will a crew be able to drive them all to site? A: Not all the work will require all vehicles at the same time but should all vehicles be required at the same time, the contractor will have to manage. Q: are we expected to buy four trucks for the four teams or we can rent the vehicles? A: The tenderer needs to have access to the vehicles as and when needed depending on the type of the project that the contractor is executing at that time, the contractor will make use of the appropriate vehicles. A works project document
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		will be issued detailing the scope of work required to be done and that's where the contractor will do the planning in terms of the required vehicles. The contractor must have access to the different types of vehicles when required. 6. Q: Are tenderers allowed to submit the electronic price schedule through email? A: Electronic price schedule to be submitted through USB and must be inside the envelope attached to the tender document. 7. Q: Are tenderers allowed to print the electronic pricing schedule and submit with the tender document. A: Tenderer cannot print and submit rates of the electronic pricing schedule. The electronic pricing schedule rates must be submitted through USB and must be inside the envelope attached to the tender document. Tenderers need to price the hard copy tender document using the pricing schedule provided in the tender document.
Action Items	City's Team	- Issue Meeting Minutes
Meeting Closure		

K Somg
17/04/2025