

MEETING MINUTES			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
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COMPILED BY: CHARLES PHIRI		APPROVED BY: NTSHEPENG RUKA		

TENDER NO. 287S/2024/25 : CLEANING OF SEWER PUMP STATION WET WELLS (CITY WIDE)				
Date: 17 June 2025		Time: 10:00 – 11:00		Venue: Du Noon Sewer Pump Station, 01 Potsdam Rd, Killarney Gardens or join via MS Teams
Type of Meeting		Clarification Meeting		
Employer		City of Cape Town		
Contractor		Various		
Contract Amount		R	(Ex Vat)	Contingencies: N/A
Expenditure to date				
Contingencies spent to date		N/A		
Revised completion date				
1. Welcome		NR welcomed everyone in attendance (both on site and online attendees) to the first site clarification meeting.		
2. Attendees		Ntshepeng Ruka (NR) Charles Phiri (CP) Ntsikelelo Luthuli (NL) Bongani Nqayi (BN)		
Apologies		NTR		
3. Approval of the Agenda		N/A		
Discussions				
4. Introduction				
	Discussion			Action
	<ul style="list-style-type: none">NR: welcomed everyone in attendance to the site clarification meeting. Requested all in attendance to sign attendance register (physical attendees). Virtual attendees were requested to provide details on MS Teams chat for record purpose.Disclaimer was made that the clarification meeting is not compulsory but strongly recommended. Therefore submissions from Service Provider who did not attend the clarification meeting will also be considered.			
5. Matters Arising				
	Discussion			Action
	<ul style="list-style-type: none">N/A			
6. Tender Advert Details				
	Discussion			Action
	<ul style="list-style-type: none">Tender Advert Date: 30 April 2025Tender Closing Date: 04 July 2025 at 10:00Tender Box And Address: Tender Box No. 187 Tender & Quotation Boxes Office 2nd Floor (Concourse Level) Civic Centre 2 Hertzog Boulevard Cape TownTender Charge: R 200.00Email For Queries: SCM.Tenders10@capetown.gov.zaSupersedes: N/A			
7. SCOPE OF WORK				
	Discussion			Action
7.1	The proposed works will be carried out at various sewer pump stations located throughout the City of Cape Town municipal area, which has been divided into four distinct regions as illustrated in Annexure in Annexure G . The commencement date details for the project can only be issued and confirmed at contractual stage.			
7.1.1				

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Nature of the works:

The required cleaning services consists but not limited to the adhoc removal of sewage silt/debris that tends to accumulate in the sewer pump station wet wells. Service Provider(s) will be required to assist with routine (planned work) and emergency cleaning of the sewer pump station wet wells when Council resources are not available. The waste removal service is hazardous, complicated and dirty, therefore Service Provider(s) will be required to take all precautions to protect their workers, site staff and the general public during cleaning services and transportation of the sewage debris from the pump station to the Vissershok Solid Waste disposal site .

Overview of the Works:

- the cleaning of sewer pump station wet wells;
- the placement of sewage debris into water-tight tanks
- transportation of the sewage debris from the pump station to the disposal site
- the disposal of all the sewage debris at Vissershok Waste Management Facility.
- high pressure cleaning of wet well

Important factors to consider:

- The Service Provider(s) shall be responsible for ensuring that the backing up of sewage does not cause flooding or nuisance to surrounding or low-lying areas.
- Bladders / Inflatable stoppers may be needed for blocking off of flows on an as and when required basis. The use of bladders / inflatable stoppers must be signed off by the Council Representative. The provision of bladders / inflatable stoppers will be for pipe ranges as per the Pricing Schedule.
- Due to the dangers attached to the use of bladders / inflatable stoppers, the Service Provider(s) shall cover this aspect in both the Health and Safety Plan and in the Detailed Method Statement.
- The Service Provider(s) shall notify the Council Representative immediately of any defects discovered in the wet well during the course of performing the clean-out works.
- The Service Provider shall make sure that all shut-off valves activated to block the sewage inflow to the wet well are open when the cleaning operation is completed.
- The Service Provider shall exercise the utmost care in order to ensure that in so far as possible all solid material dislodged from the wet wells is removed and carted away to the Vissershok Waste Management Facility.
- The Service provider to take caution when using existing staircase and need to make provision for safe access if existing is not safe for use.

8. Procurement Procedures T2.1.5

	Discussion	Action												
8.1	<p>For the purposes of this tender, four (4) Regions within the City of Cape Town municipal area have been identified and are outlined in the table below</p> <table border="1"> <thead> <tr> <th>Region Number</th><th>Area</th><th>Work Areas</th></tr> </thead> <tbody> <tr> <td>1</td><td>South</td><td rowspan="4">Refer to the map in Schedule F.13 for the boundaries of each region (where ambiguity exists as to the exact location of the boundary, i.e. if the boundary is shown as being directly on a road, then the boundary shall always be either to the north or the east of the road in question).</td></tr> <tr> <td>2</td><td>East</td></tr> <tr> <td>3</td><td>North</td></tr> <tr> <td>4</td><td>West</td></tr> </tbody> </table>	Region Number	Area	Work Areas	1	South	Refer to the map in Schedule F.13 for the boundaries of each region (where ambiguity exists as to the exact location of the boundary, i.e. if the boundary is shown as being directly on a road, then the boundary shall always be either to the north or the east of the road in question).	2	East	3	North	4	West	
Region Number	Area	Work Areas												
1	South	Refer to the map in Schedule F.13 for the boundaries of each region (where ambiguity exists as to the exact location of the boundary, i.e. if the boundary is shown as being directly on a road, then the boundary shall always be either to the north or the east of the road in question).												
2	East													
3	North													
4	West													
8.2	The CCT intends to appoint four (4) tenderers per region (i.e. the highest ranked tenderer for the region as ("the Winner") and three Alternatives based on their ranking. Each tenderer will be limited to a maximum of one (1) region as a "Winner" and will be appointed as an "Alternative" on the remaining regions.													
8.3	<p>The CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers if insufficient responsive bids are received, or based on capacity constraints or value for money considerations</p> <p>Suppliers, once appointed and subject to operational requirements, will be invited to deliver services on a "winner-takes-all" basis, whereby the order will always be offered and, if accepted,</p>													

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8.4	allocated to the highest ranked tenderer ("the winner") for that respective region, and only if he refuses will the work be offered to the next highest ranked tenderer "Alternative No.1" for that respective region.	
8.5	The contract period shall be for a period of [36 months] from the commencement date of the contract	

9. Tenderers Obligation T2.2

	Discussion	Action
9.1	<p>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</p> <ul style="list-style-type: none"> a) 2.2.1.1.1 Submit a tender offer b) 2.2.1.1.2 Compliance with requirements of CCT SCM Policy and procedures c) 2.2.1.1.4 Minimum score for functionality d) 2.2.1.1.7 Provision of samples i.e. returnable schedules <p>The CCT will therefore not be liable for the payment of any extra costs or claims arising from the submission of the tender</p>	NOTE

10. Tender Eligibility Criteria 2.2.1

	Discussion	Action												
10.1	Only those tenders submitted by tenderers who achieve the minimum score for functionality as stated below will be declared responsive.													
10.2	The description of the functionality criteria and the maximum possible score for each is shown in the table below. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria.													
10.2.1	<p>Table 1: Functionality Criteria</p> <table><tr><th>Description of Functionality Criteria</th><th>Maximum possible score (Ms)</th></tr><tr><td>1. Cleaning team (Plant, Equipment and key Personnel)</td><td>50</td></tr><tr><td>2. Tenderer's Experience</td><td>50</td></tr><tr><td>Maximum possible score for Functionality</td><td>100</td></tr></table> <p>a) The minimum qualifying score for functionality is [60] out of a maximum of [100]. Tenderers that fail to achieve the minimum score for functionality will be declared as non-responsive and will not be eligible to have their tenders further evaluated.</p> <p>b) Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information IN THIS TENDER SUBMISSION could result in the tenderer not being able to achieve the specified minimum scoring.</p> <p>Table 2: List of Relevant Returnable Schedules</p> <table><tr><th>Functionality Criteria</th><th>Returnable Schedule</th></tr><tr><td>Cleaning team</td><td>Schedule F.13</td></tr></table>	Description of Functionality Criteria	Maximum possible score (Ms)	1. Cleaning team (Plant, Equipment and key Personnel)	50	2. Tenderer's Experience	50	Maximum possible score for Functionality	100	Functionality Criteria	Returnable Schedule	Cleaning team	Schedule F.13	
Description of Functionality Criteria	Maximum possible score (Ms)													
1. Cleaning team (Plant, Equipment and key Personnel)	50													
2. Tenderer's Experience	50													
Maximum possible score for Functionality	100													
Functionality Criteria	Returnable Schedule													
Cleaning team	Schedule F.13													

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Tenderer's Experience		Schedule F.13	
Cleaning team			
Score: 0	No information provided / irrelevant information provided / owns or leases less than four (4) Combination Super Sucker units / Less than four (4) Supervisors/Drivers per region / Less than eight (8) Operators per region / Super Sucker Units do not comply with the minimum specifications stipulated below / Supervisors do not meet the minimum experiential requirements stipulated below / Operators do not meet the minimum experiential requirements stipulated below		
Score: 30	Own or lease four (4) Combination Super Sucker Units per REGION , that each comply with the minimum specifications outlined below, to be considered as a "Winner" for a respective region. AND Four (4) Supervisors/ Drivers per REGION each satisfying the minimum experiential requirements outlined below to be considered as a "Winner" for a respective region. AND Eight (8) Operators per REGION each satisfying the minimum experiential requirements outlined below to be considered as a "Winner" for a respective region.		
Score 40	Own or lease five (5) Combination Super Sucker Units per REGION , that each comply with the minimum specifications outlined below, to be considered as a "Winner" for a respective region. AND Five (5) Supervisors/Drivers per REGION each satisfying the minimum experiential requirements outlined below to be considered as a "Winner" for a respective region. AND Ten (10) Operators per REGION each satisfying the minimum experiential requirements outlined below to be considered as a "Winner" for a respective region.		
Score: 50	Own or lease six (6) or more Combination Super Sucker Units per REGION , that each comply with the minimum specifications outlined below, to be considered as a "Winner" for a respective region. AND Six (6) or more Supervisors/Drivers per REGION each satisfying the minimum experiential requirements outlined below to be considered as a "Winner" for a respective region. AND Twelve (12) or more Operators per REGION each satisfying the minimum experiential requirements outlined below to be considered as a "Winner" for a respective region.		
a) Evaluation criteria will be assessed with respect to the contract specific Scope of Work as outlined under Part C.5 Specification(s).			
Table 3: Cleaning team			
NOTE:			
a) The tenderer is required to provide Proof of Registration and ownership of all Combination Super Sucker Units in the form of the Motor Vehicle Licence (MVL1) or LCO documents and Certificate of Registration (RC1) documents for each Combination Super Sucker Units submitted in Schedule F.13.			
b) When considering leased plant, the tenderer must provide the Letter of Commitment /Intent from the leasing company with the listed combination super sucker units/			

NOTE

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	<p>equipment available for rent, including the Motor Vehicle Licence documents and Certificate of Registration Documents per combination/ super sucker unit. The letter of Commitment /Intent must list this specific tender number and the duration of this project explicitly.</p> <p>c) Each Combination Super Sucker Unit must satisfy the following minimum specifications which must be included in Schedule F.13.</p> <ol style="list-style-type: none"> i. The debris tank with a capacity of not less than 12 m³ ii. The free airflow of at least 556 litres per second capable of continuous running iii. The flexible suction hose must not be smaller than 150 mm (6") diameter iv. Wet or dry material removed from the wet well should be contained in a sealed container (debris tank) v. Discharge from the debris tank will be at the rear by means of hydraulically opened door, to a minimum angle of 50 degrees. vi. Jetting equipment capable of providing a minimum jetting pressure of at least 120 Bar at 250l/min. vii. The jetting hose must be a minimum of 25 mm diameter with a minimum operational length of 120m. viii. The jetting hose shall be wound onto a hose reel, which is power driven in both the clockwise and anti-clockwise directions. ix. One (1) of the four (4) required combination super sucker units must have a blower silencer or exhauster to maintain 75 decibels at 7 meter range x. The minimum experiential requirements to be satisfied by each Supervisors/Drivers is as follows: xi. Each Supervisors/Drivers must have acted as a Supervisor for a minimum of two (2) years on projects relating to the cleaning of sewer pump station wet wells and proof of such must be submitted as per Schedule F.13. xii. Each Supervisors/Drivers must have a valid Code 10 Drivers license (or equivalent as confirmed by the relevant authority in case of foreign licenses) and a valid PDP and proof of such must be submitted as per Schedule F.13. xiii. Typical duties of a Supervisors/Drivers are considered to include the driving of plant, oversight and management of a team or individuals to ensure effective performance and completion of tasks as well as adherence to Health and Safety Regulations. <p>d) d) **The minimum experiential requirements to be satisfied by each Supervisors/Drivers is as follows:</p> <ol style="list-style-type: none"> (i) Each Supervisors/Drivers must have acted as a Supervisor for a minimum of two (2) years on projects relating to the cleaning of sewer pump station wet wells and proof of such must be submitted as per Schedule F.13. (ii) Each Supervisors/Drivers must have a valid Code 10 Drivers license (or equivalent as confirmed by the relevant authority in case of foreign licenses) and a valid PDP and proof of such must be submitted as per Schedule F.13. (iii) Typical duties of a Supervisors/Drivers are considered to include the driving of plant, oversight and management of a team or individuals to ensure effective performance and completion of tasks as well as adherence to Health and Safety Regulations. 	
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- e) The minimum experiential requirements to be satisfied by each Operator is as follows:
- Each Operator must have a minimum of two (2) years experience in the operation of Combination Units/ Super Suckers on projects relating to the cleaning of sewer pump station wet wells as per Schedule F.13.
 - Typical duties of a Operator are considered to include operation of machinery and execution of tasks.
- f) The key staff listed under Schedule F.13 are expected to occupy their respective roles during the execution of the proposed works. Should any key staff member change during the framework contract then the tenderer shall submit to the CCT CVs of new key personnel who are required to meet the experiential benchmarks and relevant requirements as set out in the table above.
- g) In order to be declared responsive, the tenderer must have the key personnel, as described above, in its permanent employ at time of tender closing. Alternatively, leasing agreements listing the relevant key personnel may be accepted.

NOTE

The CCT shall reserve the right to suspend the works for failure to comply with the above requirements.

Table 4: Tenderer's Experience

Description of Functionality Criteria	Maximum possible score (Ms)
1. Cleaning team (Plant, Equipment and key Personnel)	50
2. Tenderer's Experience	50
Maximum possible score for Functionality	100

Note:

- Proof of relevant projects completed must be submitted in the form of certificates of completion, completion letters, reference Letters from the relevant Employers to be attached to the tender document. Failure to submit valid certificates of completion shall result in the project not being considered as part of the evaluation.
- The onus is on the tenderer to ensure that the contact details provided for the relevant Employers are correct as failure to do so may prejudice the assessment of the tenderer's experience.

Certificates (T2.2.19)

The tenderer must provide the CCT with all certificates as stated below

- 2.2.19.1. Preference Points for Specific Goals
- 2.2.19.2 Evidence of tax compliance

Compliance with Occupational Health and Safety Act, 85 of 1993 (T2.2.20)

- Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993. The Tenderer shall be deemed to have read and fully understood the requirements

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	<p>of the above Act and Regulations and to have allowed for all costs in compliance therewith.</p> <p>b) In this regard the Tenderer shall submit upon written request to do so by the CCT, a Health and Safety Plan in sufficient detail to demonstrate the necessary competencies and resources to deliver the goods or services all in accordance with the Act, Regulations and Health and Safety Specification.</p> <p>Claims arising from submission of tender (T2.2.21)</p> <p>By responding to the tender herein, the tenderer warrants that it has</p> <ol style="list-style-type: none"> Inspected the Specifications and read and fully understood the Conditions of Contract. Read and fully understood the whole text of the Specifications and Price Schedule and thoroughly acquainted himself with the nature of the goods or services proposed and generally of all matters which may influence the Contract. Visited the site(s) where delivery of the proposed goods will take place, carefully examined existing conditions, the means of access to the site(s), the conditions under which the delivery is to be made, and acquainted himself with any limitations or restrictions that may be imposed by the Municipal or other Authorities in regard to access and transport of materials, plant and equipment to and from the site(s) and made the necessary provisions for any additional costs involved thereby. Requested the CCT to clarify the actual requirements of anything in the Specifications and Price Schedule, the exact meaning or interpretation of which is not clearly intelligible to the Tenderer. Received any notices to the tender documents which have been issued in accordance with the CCT's Supply Chain Management Policy. <p>The CCT will therefore not be liable for the payment of any extra costs or claims arising from the submission of the tender.</p>	NOTE
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11. Price Instruction C.4

	Discussion	Action
	<p>State the rates and prices in Rand unless instructed otherwise in the Conditions of Tender.</p> <ol style="list-style-type: none"> Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information. All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding. All prices shall be tendered in accordance with the units specified in this schedule. Where a value is given in the Quantity column, a Rate and Price (the product of the Quantity and Rate) is required to be inserted in the relevant columns. The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule. An item against which no rate is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word "included" or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge for that item. The Tenderer may be requested to 	

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	<p>clarify nil rates, or items regarded as having nil rates; and the CCT may also perform a risk analysis with regard to the reasonableness of such rates.</p> <p>f) Provide fixed rates and prices for the duration of the contract that are not subject to adjustment except as otherwise provided for in clause 17 of the Conditions of Contract and as amplified in the Special Conditions of Contract.</p> <p>g) In order to be considered responsive for this tender, the tenderers are required to price for all regions when tendering.</p>	
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12. Performance Monitoring

Discussion		
	<p>h) Key Performance Indicators (KPIs) have been pre-defined and will be used to measure the Supplier's ongoing performance under the contract. KPIs will be evaluated and scored by the Purchaser on a monthly basis and the Supplier is required to ensure that his overall performance is satisfactory. Where continuous unsatisfactory performance is recorded for the Supplier then the necessary remedial measures shall be taken</p>	

13. Schedule F.13: Information to Be Provided With the Tender

Discussion		
	<p>i) The following information shall be provided with the Tender:</p> <p>j) Schedule F.13A: Cleaning Team (Plant and Key Personnel)</p> <p>k) Schedule F.13B: Tenderer's Experience - Schedule of company projects and experience</p> <p>l) Schedule F.13C: Region Preference Schedule</p> <p>m) MVL documents or LCO</p> <p>n) RC1 Documents</p> <p>o) Leasing agreement (where applicable)</p> <p>p) Completion Certificates or Reference Letters</p> <p>q) Copy of Valid Code 10 Drivers license</p> <p>r) Copy of Valid PDP for all Supervisors</p>	

14.

Discussion		Action
Questions		
	<p>Question raised regarding the payment parameters around arranged overtime work where dumping of the sewage debris is out of the Vissehoek Dumping site operational hours i.e. 07:30 – 16:00?</p> <p>NL responded that the overtime claim stops the minute the Service Provider leaves the site. Dumping fees and strategy shall remain a responsibility of the Service Provider.</p> <p>Clarity was requested if the tender will involve EPWP and CLO?</p> <p>NL responded that, no EPWP nor CLO is required for the project</p> <p>Further question was asked if the security charge will be for the entire month?</p> <p>NR responded that security rate will be for hour that the security spend on site per respective grade as applicable at the time.</p> <p>The rest of the Service Providers did not have questions.</p>	

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15. Closure		
	Discussion	Action
	<p>NL emphasized the importance of compliance with outlined functionality criteria and ensuring that tenderers submission are inline with evaluation schedules/ certificates/MVL or LCO documents as outlined on Schedule F.13</p> <p>NR closed the meeting and indicated that further questions may be communicated via the tender dedicated email: SCM.Tenders10@capetown.gov.za</p>	

CONFIRMATION OF MINUTES

I confirm that the above minutes are a true reflection of the matters discussed at the meeting

Framework Contracts Manager

Signature

Date