

# TENDER NO. 163Q/2022/23



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

SCM – 509 | Approved by Branch Manager: 03/04/2020

Version: 5

Page 1 of 190

## CONTRACT DOCUMENT

FOR THE

# SUPPLY AND INSTALLATION OF RECYCLED PLASTIC DECKING AND SEATING AROUND MILKWOOD TREES, GORDON'S BAY

## VOLUME 1: TENDERING PROCEDURES

### NOTE:

- The Form of Offer and Acceptance (C1.1) is on **page 35** of this document
- Table 1: Preference Schedule (B-BBEE contribution) is on **page 82** of this document

<b>ISSUED BY:</b>	<b>COMPILED BY:</b>	<b>For official use.</b>
<b>DIRECTOR: ENVIRONMENTAL MANAGEMENT CITY OF CAPE TOWN</b> 6 <sup>th</sup> Floor 44 Wale Street Cape Town 8001	<b>Department: URBAN PLANNING &amp; DESIGN: UDI CITY OF CAPE TOWN Civic Centre 12 Hertzog Boulevard Cape Town 8001</b>	<b>TENDER SERIAL No.:</b>
		<b>SIGNATURES OF CITY OFFICIALS AT TENDER OPENING</b>
		1.
		2.
		3.

OCTOBER 2022

<b>NAME OF TENDERING ENTITY</b>	
<b>EMAIL ADDRESS OF TENDERING ENTITY</b>	
<b>FAX NUMBER OF TENDERING ENTITY</b>	
<b>NATURE OF TENDER OFFER (please indicate below)</b>	
<b>Main Offer (see clause C.2.12)</b>	
<b>Alternative Offer (see clause C.2.12)</b>	

FILE REFERENCE NO:

CITY OF CAPE TOWN

SPATIAL PLANNING & ENVIRONMENT: ENVIRONMENTAL MANAGEMENT

CONTRACT NO. 163Q/2022/23

SUPPLY AND INSTALLATION OF RECYCLED PLASTIC DECKING AND SEATING AROUND MILKWOOD TREES, GORDON'S BAY

## General Tender Information

TENDER ADVERTISED	:	7 October 2022
ESTIMATED CIDB CONTRACTOR GRADING DESIGNATION	:	2CE or 2GB or higher
SITE VISIT/CLARIFICATION MEETING	:	11h00 on 25 October 2022 (Not compulsory, but strongly recommended)
VENUE FOR SITE VISIT/CLARIFICATION MEETING	:	On-site, parking lot at c/o Beach Road & Bay Avenue, Gordon's Bay.
CLOSING DATE	:	8 November 2022
CLOSING TIME	:	10h00
TENDER BOX & ADDRESS	:	<b>Tender Box 133</b> at the <b>Tender &amp; Quotation Box Office</b> , 2 <sup>nd</sup> Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.
	:	The Tender Document (which includes the Form of Offer and Acceptance) completed 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 tender No. and title, the tender box No. 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. The onus remains with the tenderer to ensure that the tender is placed in either the original box or as alternatively instructed.

**TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT'**

CITY OF CAPE TOWN

SPATIAL PLANNING & ENVIRONMENT: ENVIRONMENTAL MANAGEMENT

CONTRACT NO. 163Q/2022/23

SUPPLY AND INSTALLATION OF RECYCLED PLASTIC DECKING AND SEATING AROUND MILKWOOD TREES, GORDON'S BAY

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## Part T1: Tendering procedures

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**CITY OF CAPE TOWN**

**SPATIAL PLANNING & ENVIRONMENT: ENVIRONMENTAL MANAGEMENT**

**CONTRACT NO. 163Q/2022/23**

**SUPPLY AND INSTALLATION OF RECYCLED PLASTIC DECKING AND SEATING AROUND MILKWOOD TREES, GORDON'S BAY**

## **T1.1 Tender Notice and Invitation to Tender**

The **CITY OF CAPE TOWN**, SPATIAL PLANNING & ENVIRONMENT, Environmental Management, invites tenders for Tender No. **163Q/2022/23**: : **SUPPLY AND INSTALLATION OF RECYCLED PLASTIC DECKING AND SEATING AROUND MILKWOOD TREES, GORDON'S BAY** .

Tenderers must be registered on Supplier Databases as described in the tender conditions.

Tenderers who are not registered on these Supplier Databases are not precluded from submitting tenders, but must however be registered upon being requested to do so in writing and within the period contained in such a request.

It is estimated that tenderers must have a CIDB contractor grading designation of 2CE or 2GB or higher.

Preferences are offered to tenderers who tender in accordance with the Preferential Procurement Regulations, 2017.

The physical address for collection of tender documents is:

**Tender Distribution Office**, 2<sup>nd</sup> Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.

Documents may be collected during working hours between 08:30 – 15:00 from **7 October 2022**.

A non-refundable tender fee of R300.00 is required on collection of the tender document by cash or EFT.

Queries relating to any issues in these documents may be addressed to Ms Aisha Solomon, e-mail: aisha.solomon@capetown.gov.za.

A non-compulsory but strongly recommended site visit/clarification meeting with representatives of the Employer will take place on site at the corner of Beach Road and Bay Avenue, Gordon's Bay(Refer to Locality Plan – Site Visit/Clarification Meeting Venue overleaf) on **25 October 2022** starting at 11:00.

The closing time for receipt of tenders is **10:00 on 8 November 2022**.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Tenders may only be submitted on the tender documents that have been issued. Printed Bills of Quantities, in the same format (that is, layout, billed items and quantities) as those issued electronically by the Employer upon request, may be submitted as stated in the Tender Data.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

By submitting a tender to the City of Cape Town, (and by concluding any ensuing related agreement with the City of Cape Town, if applicable), the Tenderer thereby acknowledges and unconditionally agrees:

- 1.1. that the tenderer has been informed of the purpose of the collection and processing of its personal information as defined in the Protection of Personal Information Act of 2013 ("POPIA"), which, for the avoidance of doubt is for, and in relation to, the tender process and the negotiation, conclusion, performance and enforcement of the ensuing agreement, if applicable, as well as for the City of Cape Town's reporting purposes;
- 1.2 to the collection and processing of the tenderer's personal information by the City of Cape Town and agrees to make available to the City of Cape Town, all information reasonably required by the City of Cape Town for the above purposes;
- 1.3 that the personal information the City of Cape Town collects from the tenderer or about the tenderer may be further processed for other activities and/or purposes which are lawful,

reasonable, relevant and not excessive in relation to the purposes set out above, for which it was originally collected;

- 1.4 that, the tenderer indemnifies the City of Cape Town and its officials, employees, and directors and undertakes to keep the City of Cape Town and its officials, employees, and directors indemnified in respect of any claim, loss, demands, liability, costs and expenses of whatsoever nature which may be made against the City of Cape Town (including the costs incurred in defending or contesting any such claim) in relation to the tenderer or the tenderer's employees', representatives' and/or sub-contractors' non-compliance with POPIA and/or the City of Cape Town's failure to obtain the tenderer's consent or to notify the tenderer of the reason for the processing of the tenderer's personal information;
- 1.5 to the disclosure of the tenderer's personal information by the City of Cape Town to any third party, where the City of Cape Town has a legal or contractual obligation to disclose such personal information to the third party (or a legitimate interest exists therein);
- 1.6 that, under POPIA, the tenderer may request to access, confirm, request the correction, destruction, or deletion of, or request a description of, personal information held by the City of Cape Town in relation to you, subject to applicable law; and
- 1.7 that under POPIA, subject to applicable law, the tenderer also has the right to be notified of a personal information breach and the right to object to, or restrict, the City of Cape Town's processing of its personal information.



**On-site, Beach Road Parking Area**

**Coordinates: 34°09'41.1"S 18°51'58.9"E**

**CITY OF CAPE TOWN  
SPATIAL PLANNING & ENVIRONMENT: ENVIRONMENTAL MANAGEMENT  
CONTRACT NO. 163Q/2022/23  
SUPPLY AND INSTALLATION OF RECYCLED PLASTIC DECKING AND SEATING AROUND  
MILKWOOD TREES, GORDON'S BAY**

**LOCALITY PLAN – SITE VISIT/CLARIFICATION MEETING VENUE**