

CITY OF CAPE TOWN – WATER AND SANITATION DEPARTMENT

TENDER CLARIFICATION MEETING MINUTES

Tender No. 212S/2025/26 TERM TENDER FOR THE PROVISION OF MAINTENANCE AND SUPPLY OF PARTS FOR MOTOR CONTROL CENTRES AND ASSOCIATED ELECTRICAL CONTROL GEAR (WINNER-TAKES-ALL WITH ALTERNATIVE)

HELD ON 29 April 2026 at 09:00 on MS TEAMS

<https://teams.microsoft.com/meet/369850341327147?p=cyO3XGTKOWojiDs1cm>

Present: (for the City)
 Andre J Visser (Contract Manager)
 Phindile Mhlongo (Member)

ITEM	DESCRIPTION	ACTION
1.	WELCOMING AND OPENING All are welcomed, to note that meeting is non-compulsory.	CM
2.	INTRODUCTION AND BACKGROUND Contract manager discussed and highlighted the following aspects and sections in the tender document. Although some sections were discussed and highlighted it does not remove the importance of all and any other section in the tender. <ol style="list-style-type: none"> 1. Description of the tender and what the purpose of the G&S tender is intended for. 2. Advertising and closing dates. 3. Key points relating to scope of work, contact details, etc. 4. T2 Conditions of tender, Eligibility criteria clause 2.2.1 and clause 2.2.1.1.4. 5. T2 Conditions of tender, clause 2.2.1.1.5 Functionality criteria. 6. T2 Conditions of tender, Clause 2.3.10.3 evaluation of tenders. 7. C4. Price schedule and all the pricing instruction clauses 5.1 – 5.10. 8. Discuss and clarify possible uncertainty with regards to the pricing schedule. <ol style="list-style-type: none"> 8.1 Where summed prices and required matching a specific specification. 8.2 Provisional sum rates allowance and only up to 10% markup allowance per item. 8.3 The matter where there are no references made to brand names and catalogue numbers and where any of possible combination of typical and equivalent brand products need to be supplied at the tendered rates 8.4 The matter where there are references made to brand names and catalogue numbers and the reasons for the unique situation where alternative and equivalent may not fit, be compatible and to specification with the original installed base. There are a number of equivalent products of the same specification allowing for a competitive and unrestricted bid process and this is in line with t products part of the installed base to maintain. 	CM

	<p>8.5 Works package price line items and how to reference a specification to derive a sum price for works packaged with a combination of Goods and Services to consider to price accurately.</p> <p>8.6 Specialist labour resources contained in the labour pricing schedule, and what is considered a specialist as per the tender specifications with reference to pricing schedule 13 Specialist Services. The job description of the specialist can be found in clause 2.4 Key personnel and additional personnel labour resources.</p> <p>9. C5. Specifications type of works projects, scope of work and maintenance activities associated with automated plant maintenance</p> <p>10. Clause 2.4 Key staff resources and specialist labour designations and requirements. Roles and responsibilities of contractor staff in line of duty of typical Work Projects</p> <p>11. Clause 2.5 2.5 Workshop and office facilities required. Emphasized the fact the scope of work and the daily interaction with the contractor would require local premisses and representation</p> <p>12. Clause 3.2.9.10 PPE requirements</p> <p>13. SCC Clause 22 Penalty sub-clauses</p> <p>14. Schedule F1 CPA applicable clauses and mechanisms available to use</p> <p>Schedule F15 Resources and tables to complete</p> <p>The tender content takes precedence if any discrepancies occur with the presentation or minute content.</p>	
3.	<p>QUESTIONS AND ANSWERS:</p> <p>Question 1. All the Mandatory requirement that the Masters Installation Electrician and Installation Electrician should have are stated on page 9, However on Page 371-point number 3 it is stated that the Mandatory Key Staff Personnel offering the Master Installation Electrician and Installation Electrician, must have Engineering Council of South Africa Professional Registered person (Electrical). Please confirm that the request for Master Installation electrician and Installation Electrician to have Engineering Council of South Africa Professional Registered person (Electrical) is an error as per the Clarification meeting that was held on the 29 of April 2026.</p> <p>Answer: Error, a replacement page will be issued. IE and MIE do not require to be registered with Engineering Council of South Africa. Replacement page 372R will be issued, with all applicable changes clearly highlighted.</p> <p>Question 2. Please clarify what is the difference between the Certificate and completion of theory course in SANS 10142-1 Wiring Regulations for low voltage electrical installations below 1000VAC for the Installation Electrician and the Certificate and completion of theory course in Wiring Regulations of Electrical Installations below 1000VAC for the masters installation Electrician as both these certificates seem to be the same but the other 1 doesn't mention the SANS 10142-1. Is that an error from the city of cape town? Please clarify.</p> <p>Answer: Provide evidence that the Installation Electrician (IE) and the Master Installation Electrician (MIE) passed the required examinations in order to be deemed qualified to registered as an IE or MIE. No error found in the tender, perhaps this is an interpretation issue.</p> <p>Question 3. It is also noted that the City of Cape Town States that the Installation Electrician must be in the employment of the tendering entity at the time of tender closing. Please clarify with regards to the kind of proof bidders can use to fulfil this request. Can it be an offer letter/ appointment letter/ contract. Please clarify.</p>	CM/All

Answer: Provide Curriculum Vitae with verifiable references.

Question 4. It is mentioned on page 169. Under 2.4 Key personnel and additional personnel labour resources that sourced or sub-contractor labour shall be declared and listed in Schedule F15.2 for Key personnel and Schedule F15.4 for additional personnel labour resources, they should be accompanied by a memorandum of agreement and signed by both parties at the time of tender. However, this causes a contradiction as it is stated that at the time of contract award, the tenderer shall be required to make a full disclosure of additional personnel labour resources within 30 calendar days which is a condition of this contract, this is mentioned on page 169 and on Schedule F15.4. Is the city of cape town informing bidders that they can mention all the additional key personnels at contract award stage in schedule F15.4 and submit their memorandum of agreement for sourced / subcontracted additional key personnels on contract award stage as well? Is the city of Cape Town requesting memorandum of agreements to be submitted at tender stage for the Key personnels only not on additional key personnels that will be sourced or subcontracted. Please Clarify.

Answer: Information required at time of tender, schedule F15.1 mandatory staff resources, schedule F15.2 key staff resources, schedule F15. vehicle resources. Information required at time of tender contract implementation in schedule F15.4. *"As condition of contract, and at time of contract implementation, the tenderer shall be required to make a full disclosure of **additional personnel labour** resources within 30 calendar days."* Bidders must complete Schedule F.15.4 Additional staff resources, at time of tender, but this is not an evaluation criterion at closing time of tender. The appointed contractor/s shall be required to update or provide a newly completed schedule F15.4 before the contract commences.

Question 5. It is stated on Page 172 under Additional Staff Resources that Electrical Cable Jointer CV and copies of certificates of each Cable Jointer shall be attached to the Tender Document. Details shall be entered into Returnable Schedule F.15.4 it is also mentioned that certificates for the Cable Jointer shall be required at close of tender and submitted again at commencement of contract. Is this a mistake from the city of cape town as the cable jointer forms part of the additional key personnels which is also stated on schedule F15.4 that the additional key personnels will be fully disclosed at contract award stage as a condition to the Contract. Please confirm if this is indeed a mistake and that the disclosing and submitting of the Electrical Cable Jointer's and all the other additional key personnels required, their CV, Qualifications and memorandum of agreements will be submitted during contract award stage not at tendering stage.

Answer: A Cable Jointer is an additional staff resource which is a condition of contract and the information is not required at time of tender for evaluation purposes. The resource is thus listed in schedule F15.4 where the information shall be required at time of tender implementation. Replacement pages 173R and 174R will be issued, with all applicable changes clearly highlighted.

Question 6. Under the 3.2.8.3 Uninterruptable Power Supply (UPS), it is stated that submittals shall contain the following documents, Product Data: Provide catalogue sheets and technical data sheets to indicate physical data and electrical performance, electrical characteristics, and connection requirements. Is this document required at tender stage or at contract award stage? Please clarify.

Answer: No, the data pack and product information is merely specified to ensure the price schedule line items conforms to standards or the nearest available equivalent. This is intended to enable a bidder to tender on a product that conforms to this or an equivalent specification. At contract stage the offered product/s shall to the specification or the nearest equivalent product specification. The tender does not make provision and request the product and specifications of products at tender stage.

Question 7. We would like to request for a tender extension by at least 3 weeks from the closing date of this tender, this is due to suppliers/OEM's requesting more time in order to produce pricing that is compliant with the specifications, also there were errors that were identified during the clarification meeting that the City Of Cape Town representative stated that the required qualifications for certain key personnels are incorrect and will be corrected. This will delay suppliers and put them at risk of submitting non-responsive bids as they will have to look for key personnels that must be sourced and at this stage the City of Cape Town has not mentioned the correct qualifications that they must have. This extension will benefit the City of Cape Town, as suppliers would have had adequate time and received the appropriate information, they need in order to submit compliant responses to the City of Cape Town.

Answer: Noted and will be considered by the tender committee and will be subject to approval. Once approved, it will be communicated to all bidders.

Question 8. Page 388 number 1.18 and 1.19 appear to be errors in terms of the qualification requirements. Is this an error?

Answer: Yes, replacement page 388R will be issued, with all applicable changes clearly highlighted.

Question 9. When a product of a specified rating is no longer available but a higher and lower rating of the same available, which should be priced for, the higher or the lower rating item.

Answer: Bidders are reminded of the pricing instructions in the bid document, which require that all items in the schedule be priced. The tender will be awarded based on a basket of all prices submitted.

The tender makes provision for a range of products, and implementation will not be negatively affected should a specific item size become unavailable, discontinued, or replaced by an OEM or for any other well substantiated reason.

It is critically important that where any item to be priced or supplied does not conform to the scope or specifications as stipulated in the bid document, it be clearly documented with justification and/or substantiated proof in Schedule F.10: Proposed Deviations and Qualifications.

Question 10. Is it necessary to provide the qualification certificate for the Installation (IE) and Master Installation Electrician (MIE) if the registration certificate implies that such a person is qualified in order to be registered?

Answer: Do not leave out any information or documentation required as depicted in the tender as this will be used during the evaluation criteria.

Question 11. In schedule F13 point no. 3 it requires the Master Installation Electrician and Installation Electrician to be registered with Engineering Council of South Africa Professional Registered person (Electrical). Is this correct?

Answer: No, replacement page 372R will be issued, with all applicable changes clearly highlighted.

Question 12. Is it necessary to fill in the F15.4 Additional staff resources at time of tender?

Answer: It is a condition of contract, and at time of contract implementation, the tenderer shall be required to make a full disclosure of additional personnel labour resources within 30 calendar days. The Contractor shall be solely responsible to inform the Contract Manager of any changes which may affect the positive performance of the contract. A bidder can fill it in, but the schedule will have to be updated at time of contract implementation.

	<p>Question 13. For certified copies of certificates. Is there a maximum date that it can be certified or must it be current or within three months or can it be within a year?</p> <p>Answer: The date is not specified as long as it is valid and certified by a commissioner of oaths.</p> <p>Question 14. Can we type the information in on the relevant pages, or must it be handwritten? Obviously, typing means we're going to have to replace the page with the electronic version. Is that accepted?</p> <p>Answer: Type filled in schedule are acceptable as long as it is the same as per the issued bid document.</p> <p>Question 15: Can you have the same person doing two functions? For example, an electrician, can he also be a specialist, like a generator specialist?</p> <p>Answer: Where it is not specified that the resource need to be a different person it may be the same person. The following must be taken into account where it cannot be the same person for example. The specialists may work only on a particular brand of equipment therefore this kind of resource cannot be the same person working for different OEM and companies. It is important to note if the same person is proposed and at contract stage the person is required to perform different functions at the same time, this may cause a breach in contract in terms of delays.</p> <p>Question 16: Considering the corrections, may we request an extension to closing as this may impact the ability to complete the tender bid?</p> <p>Answer: Noted and will be under consideration by the tender committee and will be subject to for approval. Once approved, it will be communicated to all bidders.</p>	
4.	Tenderer closing date: 19 May 2026 @ 10:00am	All