

MEETING MINUTES



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

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COMPILED BY: APO		Project Progress Meeting	APPROVED BY: PPO	

188Q/2023/24 Non – Compulsory Site Clarification Meeting Period Tender for Plumbing and related Maintenance and Repairs at the City of Cape Town Existing Informal Settlement Ablution Facilities (Citywide)

Date: 27 March 2024	Time: 10:00 – 12:00	Admin Building Boardroom, Borchards Quarry Waste Water Treatment Works
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Type of Meeting	188Q/202324 Tender Clarification Meeting
Committee	Luviwe Nogqala Mogammad Niyaaaz Ismail Zixolile Welemva Nosithandiwe Mene Zenobia Lewis Yolanda Baliso
Scriber	Yolanda Baliso
1. Welcome	Mogammad Niyaaaz Ismail
2. Minutes of Previous meeting	No
3. Apologies	No

	Action
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IMPORTANT NOTES/ACTIONS ITEMS
 Niyaaaz Ismail : Presented the PowerPoint presentation with information of the Tender document that was advertised highlighting sections:

General Tender Information clarified
 Highlighted Tender advertised date, Closing date and closing time and Box as highlighted in the document. Tender is advertised on the 15 March 2024 closing date 26 April 2024, clarification meeting at Borchards' Quarry WWTW at 10.00am and Tender box 118 in Civic Centre.

- Tender document consist of 3 Volumes - Volume 2 Returnable documents
- How the employer intends to appoint.
- Region of preference
- Highlighted the Tenderer's obligations: Functionality criteria
 - Key personnel (contract manager, construction manager/site agent) and Company Experience
 - Supporting documents
 - work experience of tenderer
 - Schedule of Rates (region 1,2 and 3)
 - Preference Point System
 - Works Project value (above R0.00 up to R 4 million)
 - Scope of works (objective)
- Common Errors by Tenderers - Submitting incomplete return of materials. Submitting incorrect CVs for the required personnel. Submitting incorrect qualifications for the same personnel. Practically not, clear in meeting the requirements as stipulated in the tender document. failing to adhere to the tender pricing instructions. Or making assumptions instead of seeking clarity. All these points will effectively deemed tender non-responsible. So tenderer is required to please scrutinize and engage with the standard document meaningfully. If there is, any clarity required, tenderer to reach out instead of making the assumption.

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Questions raised in the meeting:

Questions from tenderers:

As a tenderer, if you have 3 Contract Managers with the same qualification, can you put one under construction manager as required

Answer:

Yes you may.

Questions from tenderers:

Under company, experience can you put a project that you currently ongoing/being executed.

Answer:

Yes you may if the project meets the requirements. Additionally, the annexures in the tender document makes provision for such projects (completed projects and projects that are underway). Furthermore, all supporting documentation that speaks to that project is also required.

Questions from tenderers:

Will Excel BOQ be available? To whom do we send an email requesting such?

Answer:

Yes, once you send us an email requesting that, we normally respond via our SCM department with such. Therefore, please send us an email and our SCM will definitely respond. The email address is indicated in the tender document.

Questions from tenderers:

In the tender document, does the Bill of Quantities have quantities in it?

Answer:

No, it's a rates based tender, hence there is no quantities. Therefore, we only requires rates per item.

Questions from tenderers:

What is this thing of CPG, normally they will want 30% to be sub contracted?

Answer

The tender document has a Targeted enterprises contract participation goal (10%) and minimum targeted labour contract participation goal (5%) which are linked to your works project value at execution.

So, for example, A Works Project (WP) with a value of R4million will require 5% of the WP value to be spent towards employing local labour in the execution area/ informal Settlement and 10% of the WP value toward local enterprise of the execution area/ informal Settlement.

Therefore, let us say that 5% equates to R50 000 for arguments sake, it means that the R50 000 must go towards employing local labour in the area/informal settlements. However, should you be unable to source such labour, the documents does make provision for a way forward in such cases.

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Questions from tenderers:

How are P&Gs (Preliminary and General) allocated for a job? In addition, we also have to provide a guarantee, how is that allocated per job?

Answer

The BOQ does make provision for P&G's for each Works Project at execution and the performance guarantee has a blanket rate of R200 000 per region.

Contract Manager

To lay emphasis on on the submission of the supporting documents/returnable schedules. We really urge you guys to give us clear documentation to make our evaluation process easier. In the past, we have received poor submissions from bidders that are difficult to comprehend/understand the information provided.

Which then prolongs our process due to the back and forth trying to understand the information given. Therefore, we really urge you to give us supporting document that are clearly articulated especially for functionality as this is your first responsive criteria to meet. If you need more space in the annexures, please make more copies of that annexure to add the required information for functionality.

Meeting closed at 12:00

CHAIRPERSON'S/PROJECT MANAGER'S SIGNATURE

DATE: 27 March 2024