

**MINUTES OF THE MEETING:
NON-COMPULSORY CLARIFICATION MEETING**



Tender NUMBER:	231S/2025/26	HELD ON:	Tuesday, 12 May 2026
DESCRIPTION:	Term Tender (Winner-Takes-All With Alternative Bidder) For The Removal Of Invasive Plants - Intermediate And High Altitude (Rope Access) Sites		
SESSION:	Non-Compulsory Clarification Meeting		
Venue	Cnr Ou Kaapse Weg & Steenberg Road, Westlake Conservation Centre, Westlake. Virtual meeting was held on MsTeams		

ATTENDANCE REGISTER

Agenda Items & Discussions:

Opening and Welcome: Chairperson opened the meeting and welcomed all the attendees

Introduction: Chairperson made a brief introduction and explained the purpose of the meeting.

Chairperson provided the details of the tender number 231S/2025/26 and tender description, Term Tender (Winner takes all with an alternative bidder) for the removal of invasive plants - intermediate and high-altitude (rope access) sites. The contract period is from the commencement date of the contract, not earlier than 01 July 2027, to 30 June 2030. Closing date for this tender is 1 June 2026 and bids must be deposited in tender box number 220. Any queries that might arise after this clarification meeting must be emailed to scm.tenders26@capetown.gov.za.

Agenda Items:

1. **Procurement Procedures:** Clarification on page 5, clause 2.15 of the procurement procedures. Chairperson explained the General procurement procedures on clauses 2.1.5.1. The City of Cape Town will appoint a highest-ranked main tenderer and a standby alternative tenderer, with the option to appoint fewer or no tenderers if bids are insufficient. Under a "winner-takes-all" approach, work is offered to the main tenderer, while the alternative tenderer is utilized only if the winner refuses the offer, fails to respond within 48 hours, or if no agreement is reached on pricing within five business days. For full details, review the tender's 2.1.5 procurement procedures documentation.

2. **Tender Obligations:** Clarification on page 8, clause 2.2 with sub-clauses 2.2.1 to 2.2.1.1.3 were explained including eligibility criteria and compliance with requirements of City of Cape Town SCM policies and procedures.
3. **Minimum Score Functionality:** The chairperson furthermore stated, starting from bottom of page 8, on clause 2.2.1.1.4, its minimum score for functionality. To qualify for this tender's functionality scoring, tenderers must list successfully completed past projects on Returnable Schedule F13A, supported by signed client reference letters or completion certificates. The submitted proof must explicitly show experience in controlling, removing, or eradicating invasive alien vegetation in difficult terrain—such as mountains, cliffs, slopes, or quarries—specifically using rope access techniques like climbing or hanging. Crucially, this evaluation considers only the track record of the registered business entity itself; individual employee experience or personal CVs will not count if the company has never directly performed this high-altitude rope access work. For tenderers to be responsive they must achieve a minimum functionality point of 60. Functionality point scores below 60 will be deemed non-responsive.
4. **Scoring of tenders:** On page 18, clause 2.3.10.3 Scoring of tenders to Table B1 on page 19 the chairperson explained that this tender will also be evaluated on a typical project/job and further explained the changes on preference point scoring.
5. **Price Schedule:** From page 30, Price Schedule the chairperson explained the pricing schedule on Table 1 for rates related to labour, table 2 its rate that are related to transportation and management of biomass and litter from site. Table 3 and 4 its pricing schedules for the transportation of people, tools and equipment and the later for the surveillance. Furthermore, the pricing instructions was explained.
6. **Specifications:** The Specifications are page 33. The chairperson began by giving a background of the project and later expanded on the scope of work and the regulations governing the implementation of this tender. He further explained that this document invites tenders from qualified and experienced service providers for Tender 231S/2025/26, which operates on a "winner takes all with alternative bidder" basis for removing invasive alien vegetation at intermediate and high-altitude rope access sites, such as cliffs, quarries, and mountainous areas. Guided by the National Environmental Management: Biodiversity Act (NEMBA) Regulation and the Working for Water norms, the scope involves eradicating invasive plants using integrated control methods, including mechanical, chemical, manual, and biological techniques. Due to the required use of herbicides, successful tenderers must provide trained, fully equipped applicators supervised by a licensed Pest Control Officer (PCO) during the implementation stage.

Tenderers must maintain a minimum core team of 12 personnel, excluding the contractor, project coordinator, and quality controller, while also proving the financial capacity and cash flow to temporarily employ large cohorts of EPWP workers. Because the City of Cape Town processes invoice payments within 30

days of submission, tenderers must independently sustain these wages to avoid non-compliance with the city's EPWP framework. Operational requirements dictate that all semi-skilled staff must be bilingual, with proficiency in English and at least one other official language of the Western Cape. Additionally, the high-altitude First Aider must hold active certifications in Advanced Wilderness First Aid or an equivalent life support training program to ensure emergency preparedness.

The successful bidder must ensure their general first aider holds a valid basic certificate and that all teams participate in daily toolbox talks and weekly safety talks with signed attendance registers submitted to the project manager. Operationally, the service provider is required to complete daily vehicle travel logbooks, provide compliant ablution facilities, and supply workers with personal protective equipment (PPE), tools, and equipment in good working condition according to schedules 14 and 15. Furthermore, the contractor must submit all herbicide requirements before work begins, track application details on templates provided by the project manager, and handle the collection, loading, and disposal of biomass at the nearest municipal dump while submitting all disposal receipts.

Before work begins, the tenderer must hire a competent safety inspection specialist to inspect and certify all high-altitude and rope access equipment to ensure it complies with required safety standards. Additionally, the contractor's Health and Safety Representative must perform a site risk assessment and submit a comprehensive health and safety plan for employer approval. This plan must detail emergency procedures, monitoring controls, coronavirus breakout mitigation measures, a site-specific Hazard Identification and Risk Assessment (HIRA), and a management structure naming all designated supervisors and competent persons. Finally, the plan must outline the secure access, use, and storage of tools and hazardous materials while ensuring all high-altitude equipment meets the minimum requirements provided in the specified list. The safety inspection certificate shall meet the EN361 standards or the South African National Standard, SANS50361. The Certification shall be submitted to the project manager on a 3-monthly basis when the same equipment is used.

On page 35, clause 2.17, failure to adhere to prescribed deadlines for submission of plans, supporting documents and reports etc. will be regarded as breach and penalties are prescribed in clause 22 under special conditions of Contracts.

The project requires several key staff members, including a Project Coordinator and a Quality Controller who both must possess a valid driver's license and a working knowledge of the Occupational Health and Safety Act. The Project Coordinator must hold an NQF level 6 qualification, diploma, or degree in nature conservation, agriculture, horticulture, or an environmental science field, paired with at least one year of experience in managing and controlling invasive species. The Quality Controller must also hold an NQF level 6 qualification or higher in the environmental management sector, supported by one year of experience in project safety planning and implementation. Additionally, the Quality Controller is required to have a strong working knowledge of the Compensation for

Occupational Injuries and Diseases Act (COIDA), the National Environmental Management: Biodiversity Act (NEMBA), and the Conservation of Agricultural Resources Act (CARA).

All employees to work in high altitude mountainous terrain where fallen arrest rope access equipment is required must undergo the 10-day wilderness rope access training or equivalent training, proof of training to be submitted to project manager prior to commencement of the project. During the implementation of this tender, the successful tenderer will be required to provide a fully trained and equipped support team.

The high-altitude tender crew must consist of highly certified personnel, including a crew leader and a High-Altitude herbicide applicator who both require a 10-day wilderness rope access course (or equivalent) alongside specific training in identifying and controlling invasive or terrestrial plants. The team's safety is managed by a high-altitude occupational health and safety representative, who must hold a valid safety qualification and complete the 10-day rope access training, whereas the general health and safety representative only requires a standard safety certificate. Medical response requires an advanced wilderness first aider with life support training, while the general first aider needs a level one or higher life support certificate. All rope access technicians and machine operators must complete the 10-day rope access or IRATA course and pass a biannual industry-standard work capacity test; additionally, machine operators must hold a valid chainsaw or brush cutter certificate. Finally, general work crew members like chainsaw operators must hold valid operator certificates, and all project drivers must possess a valid driver's licence with a Professional Driving Permit (PrDP).

The chipper operator and general herbicide applicator must hold valid, specific certificates in chipper operation and pesticide handling respectively, while the pest control operator must be registered with a valid PCO certificate in industrial vegetation and noxious weeds. Furthermore, contractors may be required to camp on-site, meaning the submission's pricing schedule must include all-inclusive camping rates covering equipment and consumables. These camping arrangements must strictly adhere to the Department of Forestry, Fisheries, and the Environment (DFFE) Natural Resource Management Programme guidelines, specifically following the standard operating procedures of Working on Fire and Working for Water.

Helicopter services may be utilized to transport teams to and from inaccessible high-altitude sites for camping periods or during emergency evacuations, with flight frequencies strictly governed by Environmental Management Programme (EMP) guidelines and standard operating procedures. Additionally, drone operations will be required to survey and monitor these limited-access sites before, during, and after work completion, with the City reserving the right to retain footage as evidence of work quality. To ensure compliance, all drone flights must align with South African Civil Aviation Authority (SACAA) regulations, and the appointed pilot must hold all necessary SACAA licensing. Finally, the tenderer's drone pricing must be fully comprehensive, factoring in pre-flight authorizations,

airspace clearances, documentation processing, and all post-flight image data correlation and processing.

This city-wide transversal tender allows multiple City of Cape Town line departments to utilize the contract, meaning the contractor must be capable of increasing team capacity upon demand. The project operates strictly within the Expanded Public Works Programme (EPWP) framework, requiring full compliance with the City's EPWP policies, guidelines, and labour laws. A core requirement is sourcing all unskilled labour directly from the City of Cape Town's job seeker database via the local sub-council office where the work takes place. Furthermore, the contractor must meet specific annual employment equity targets—currently set at 20% women, 65% youth, and 1% persons with physical challenges—though the City reserves the right to revise these demographic performance targets at any time during implementation.

Before any work begins, the contractor must ensure every worker signs an employment contract—using the City of Cape Town's EPWP template if required—and submit these contracts along with bank confirmation forms and ID copies certified within the last six months to the City. Operationally, the contractor must enforce daily timesheets, implement labour-intensive work methods, and strictly adhere to the City's EPWP wage prescriptions, ensuring workers are paid weekly, fortnightly, or within 30 calendar days of their start date. The City of Cape Town maintains a strict zero-tolerance policy regarding delayed or non-payment of EPWP workers to prevent reputational damage and social media fallout. Consequently, any failure to pay workers on time constitutes a contractual breach that will result in penalties, formal letters of non-compliance requiring immediate mitigation, or total contract termination.

- 7. Special Condition of Contract:** Contract prices for this tender will remain strictly firm for the first 12 months from the date of commencement, with no claims for Contract Price Adjustment (CPA) considered during this initial period. Starting from the 13th month, CPA will become applicable annually, under which 10% of the contract rate remains fixed for the entire contract duration, while the remaining 90% is subject to adjustment based on Stats SA's Consumer Price Index (CPI) headline year-on-year rates (P0141). For the period spanning the 13th to the 24th month, the CPA calculation uses a base month set three calendar months prior to the contract's commencement date, and an end month set three months prior to the 12th month. For the 25th month until the end of the contract, the calculation shifts to a base month three calendar months prior to the 13th month, and an end month three calendar months prior to the 24th month, with the final adjustment determined by dividing the average CPI of the base month by the end month.

This tender utilizes the 80/20 preference points system, with specific goals allocated to subdivide and score the preference points as outlined in the provided table and schedules. To secure evaluation points for previous experience, tenderers must complete Schedule 13 (F13A) by listing the entity's track record, including the client's name, contact details, the specific type of work performed, a list of plant species controlled, and the project start and end dates. Crucially, every listed

referee must have a corresponding reference letter attached to the submission. Because the City will verify all previous company experience, it remains the sole responsibility of the tenderer to ensure that all listed references are accurate, valid, and easily contactable.

The tender documents include the official City of Cape Town EPWP wage rate guidelines, which outline the mandatory minimum payment rates for all contracted workers. Additionally, a standard medical examination template is provided for all personnel who are required to undergo occupational health screenings prior to commencing work on the project.