



E: [SCM.Tenders17@capetown.gov.za](mailto:SCM.Tenders17@capetown.gov.za)

09 April 2025

**NOTICE TO TENDERERS NO: 1**  
**Pages: 5**

**TENDER NO:** 198S/2024/25  
**DESCRIPTION:** TECHNICAL ADVISORY SERVICES FOR SPECIALIST SOLID WASTE DISPOSAL OPERATIONAL SUPPORT  
**CLOSING DATE:** 23 April 2025  
**TENDER BOX NO:** 195

Dear Sir/Madam

This Notice to Tenderers forms an integral part of the Contract and is an addendum which must be recorded in **Schedule F.12: Record of Addenda to Tender Documents** and bound within the 'Returnable Schedules'. Tenderers should take note of the following.

**1. Clarification meeting minutes**

Please find attached the compulsory site clarification meeting minutes that was held on 27 March 2025.

**2. Clause References (See Replacement page 12R):**

- **Page 12:** The following clause was removed ***“Should any of the Evaluation Criteria be allocated a score of ZERO (0) points, the tenderer will be deemed non-responsive.”***

Yours faithfully,

Urban Waste Management  
Digitally signed by Urban Waste Management  
Date: 2025.04.09 08:54:22 +02'00'

For: Director: Supply Chain Management

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**WRITTEN ACKNOWLEDGEMENT OF RECEIPT OF NOTICE 1 – 198S/2024/25**

Signature..... Date.....

**Legal and full name of tendering entity:**

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## MEETING MINUTES

**Date:** 27 March 2025  
**Time:** 10:00 – 11:00  
**Venue:** Online via Microsoft Teams  
**Subject:** Compulsory Clarification Meeting: 198S/2024/25 - Technical Advisory Services For Specialist Solid Waste Disposal Operational Support

### Acronyms: Waleed Galvaan (WG)


### Discussions:

Item	Agenda	Action
1.	<b>WELCOME &amp; INTRODUCTIONS</b>	
	<ul style="list-style-type: none"> <li><b>WG</b> welcomed everyone and commenced with the meeting.</li> <li><b>WG</b> presented various pertinent sections of the tender document, including the eligibility requirements of the key personnel, functional evaluation criteria for company track record and key personnel, price schedule, specifications, requirements for bidding, and emphasised the importance of completing the annexure correctly.</li> </ul>	
2.	<b>PURPOSE</b>	
	<ul style="list-style-type: none"> <li>The purpose of this meeting was to present the tender document and allow meeting attendees, i.e. prospective bidders, the opportunity to raise questions about the tender document.</li> </ul>	
3.	<b>COMPANY NO. 1'S QUESTIONS</b>	
	<ul style="list-style-type: none"> <li>Does the mechanical plant assessment at Vissershok Landfill include the leachate treatment plant? <b>Answer: WG</b> responded that, no, it is not included.</li> <li>For specialist reports, would a sub-consultancy agreement be required or is this only required for key personnel? <b>Answer: WG</b> responded that he would have to provide confirmation on this after the meeting.</li> </ul>	<b>WG</b>

Item	Agenda	Action
	<p><b>Action Item Response:</b> It has been confirmed by Supply Chain Management and the Bid Specifications Committee, that sub-consultancy agreements is not required for specialist reports in this instance, and is only required for key personnel eligibility.</p>	
4.	<b>COMPANY NO. 2'S QUESTIONS</b>	
	<ul style="list-style-type: none"> <li>Can bids be excluded if SACAA accreditation for drone surveys is not provided? Request for confirmation that this certification is requested.</li> </ul> <p><b>Answer: WG</b> responded that the CoCT may request this information, and then if it is not provided on that request, then the bid can be excluded. <b>WG</b> further explained that it is not being requested yet, and added that the CoCT requires all service providers to be in possession of the required licenses.</p>	
5.	<b>COMPANY NO. 3'S QUESTIONS</b>	
	<ul style="list-style-type: none"> <li>Since Vissershok North is not operational, do prices need to be provided for items that are not applicable yet?</li> </ul> <p><b>Answer: WG</b> responded that yes, all items in the price schedule needs to be priced. The work to be conducted at Vissershok North will be done, only when the site becomes operational, and must be priced as if it is operational.</p> <ul style="list-style-type: none"> <li>Under staff training, what is meant by being ECSA and EAPASA accredited?</li> </ul> <p><b>Answer: WG</b> explained that the training must be accredited by the relevant professional registration body, and that the training may be linked to Continuous Professional Development (CPD) points, which the staff require.</p> <ul style="list-style-type: none"> <li>How is pricing evaluated?</li> </ul> <p><b>Answer: WG</b> explained that a basket would be estimated based on the estimated quantities per year.</p>	
6.	<b>COMPANY NO. 4'S QUESTIONS</b>	
	<ul style="list-style-type: none"> <li>Regarding services, do they need to price for all services or can some services be priced for only based on relevance to the company?</li> </ul>	

Item	Agenda	Action
	<b>Answer: WG</b> explained that rates must be provided for all items in the price schedule. The pricing instructions were presented and explained by <b>WG</b> .	
7.	<b>CLOSURE</b>	
	<ul style="list-style-type: none"> <li>• <b>WG</b> wished all the prospective bidders well with their bid submissions for this tender, and noted that only the entities in attendance of this meeting would be considered, due to the meeting being compulsory to attend.</li> <li>• <b>WG</b> closed the meeting</li> </ul>	

Minutes recorded by: Narusha Abrahams

**Waleed Galvaan**  Digitally signed by  
Waleed Galvaan  
Date: 2025.04.08  
16:08:54 +02'00'

**Waleed Galvaan** (Meeting Chairperson)  
Senior Professional Officer – Disposal: Special Projects & Innovation  
Waste Services: Urban Waste Management

<p><b><u>Key Personnel:</u></b></p> <p>Environmental Assessments by an <u>Environmental Assessment Practitioner</u> Registered with the Environmental Assessment Practitioners Association of South Africa (EAPASA), with verifiable post professional registration experience in Basic Assessment process or Scoping and Environmental Impact Reporting process for waste management facilities.</p> <p><b>ANNEXURE F, SCHEDULE F.13B TO BE COMPLETED</b>  <b>FAILURE TO COMPLETE WILL RESULT IN A ZERO (0) POINTS FOR THIS CRITERIA</b></p>	<p>Basic Assessment process, or Scoping and Environmental Impact Reporting process, in the context of a waste management facility (post EAPASA registration). Points will be allocated as follows:</p> <ul style="list-style-type: none"> <li>➤ 0 Project – <b>0 points</b></li> <li>➤ 1 Project – <b>1 points</b></li> <li>➤ 2 Project – <b>3 points</b></li> <li>➤ 3 or more Projects – <b>5 points</b></li> </ul>	<p><b>5</b></p>
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The minimum qualifying score for functionality is **65** out of a maximum of **100**.

Where the entity tendering is a Joint Venture, the tenderer's tender response must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.

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.

A more detailed explanation of the functionality criteria is given below:

**Track Record (demonstrated experience of the tendering entity)**

Tenderers **MUST** list proven relevant projects undertaken by the tendering entity, providing similar experience to the service descriptions provided on Annexure F, Schedule F.13A.

**Key Personnel Experience**

In order to be declared responsive, the tenderer **MUST** have the required post registration experience for the key personnel in its permanent employment at the close of tender. Alternatively, a signed undertaking from a specialist consultant/firm having the required personnel, stating that they will undertake the necessary work on behalf of the tenderer in terms of a sub-consultant agreement, will be acceptable. Such undertaking **MUST** be attached to Annexure F, Schedule F.13E.

The professional registration numbers **MUST** be indicated in Annexure F, Schedule F.13C and post registration experience of the key personnel **MUST** be indicated on Annexure F, Schedule F.13B. The Curriculum Vitae of all key personnel (including sub-consultants), shall be submitted with the tender