


<b>TENDERS &amp; CONTRACTS SECTION:</b> <b>BID CLARIFICATION MEETING</b>	 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
<b>SUPPLY CHAIN MANAGEMENT</b>	

**TENDER NO:** 200C/2025/26

**DESCRIPTION:** Non-compulsory clarification meeting for 200C/2025/26

**CONTRACT PERIOD:** 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT

**DATE ADVERTISED:** 02 April 2026

**CLOSING DATE:** 12 May 2026

**SESSION:** Online non-compulsory clarification meeting

**HELD ON:** 22/04/2026

**APPROVAL**

I, the chairperson of the Bid Specification Committee, confirm the above minutes are correct and a true reflection of the discussions and decisions made by the Bid Clarification Meeting in terms of the Rule of Order.

SIGNATURE OF CHAIRPERSON: \_\_\_\_\_

DATE: \_\_\_\_\_

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(In consultation with members of BSC)



## MINUTES OF THE MEETING


<b>PROJECT NAME:</b>	200C 2025/2026
<b>MEETING:</b>	Non Compulsory Clarification Meeting
<b>DATE:</b>	28 April 2026
<b>TIME:</b>	10:00 – 11:55
<b>VENUE:</b>	MS Teams
<b>RECORDED BY:</b>	Kayla Loff

ITEM	DESCRIPTION	RESPONSIBLE	DUE DATE
<b>1.</b>	<b>Opening and Welcome</b>		
1.1	ZT started the recording at 10:12. YJ introduced himself as a consultant to the City of Cape Town Department of Public Housing and Human Settlements. RB introduced himself as the Manager for Operations and Maintenance in Public Housing. ZT from the JC office was present in a support capacity.	-	<b>NOTE</b>
1.2	ZT and YJ requested that all attendees record their names, company names, and contact details in the meeting chat for the purposes of formal attendance recording. ZT clarified that the correct contract number for this tender is 200C 2025/2026, replacing the previous DP number used during the preliminary stages.	-	<b>NOTE</b>
<b>2.</b>	<b>PURPOSE OF THE MEETING</b>		
2.1	YJ explained that the session is a non-compulsory tender clarification meeting aimed at providing tenderers with the opportunity to ask clarification questions regarding the requirements. YJ noted that all responses to questions raised would be provided in writing to all attendees.	-	<b>NOTE</b>
<b>3.</b>	<b>Overview of Tender, Procurement Processes and Requirements</b>		
3.1	YJ confirmed the submission details, stating that hard copies must be delivered to Tender Box 22, 2nd Floor, Civic Centre, Cape Town. No electronic submissions will be accepted. The closing date and time for the tender is 12/05/2026 at 10:00.	-	<b>12/05/2026</b>
3.2	ZT clarified that the cost of the tender document is R300,00. RB explained the award methodology, noting that the City intends to appoint one winning tenderer and two alternative tenderers per area across four defined work areas.	-	<b>NOTE</b>
3.3	YJ listed the mandatory returnable schedules (1 through 26), which include the compulsory enterprise questionnaire, MBD4 declaration of interest, schedule of work experience, and professional indemnity insurance. The contract duration is 36 months.	-	<b>NOTE</b>
<b>4.</b>	<b>Technical Scope Clarification</b>		
4.1	YJ explained that the scope involves multi-disciplinary professional services to support the Public Housing Department with major capital upgrades and maintenance projects for approximately 45,000 rental units, 11,000 hostel beds, and other facilities.	-	<b>NOTE</b>
4.2	YJ detailed the key personnel requirements for items A through P. Key personnel categories A to I, including project managers, structural, civil, electrical, and mechanical engineers, quantity surveyors, and architects, must be in the permanent employment of the tenderer. Items J to P, such as health and safety agents, town planners, and heritage specialists, may be sub-consultants.	-	<b>NOTE</b>

4.3	RB and ZT noted that the City requires high-level experience, typically five years post-registration for most professional roles as defined in the document per professional service.	-	<b>NOTE</b>
5.	<b>Commercial and Evaluation Criteria</b>		
5.1	YJ confirmed that the tender would be evaluated on a 90/10 preference point system. Points are allocated as follows: 3 points for gender/woman ownership, 3 points for black ownership, 1 point for disability ownership, and 3 points for the promotion of micro and small enterprises as indicated in the documentation.	-	<b>NOTE</b>



5.2	YJ and ZT emphasised that this is a rates-based contract. Tenderers must provide hourly rates for Years 1, 2, and 3, as no Contract Price Adjustment (CPA) will apply during the contract term. ZT noted that the contract could be used city-wide by other directorates if required.	-	NOTE
<b>6. Question and Answer Session</b>			
6.1	There was a concern regarding the requirement for key personnel in items A to I to be permanent employees, suggesting it excludes smaller firms. RB and ZT responded that this requirement is based on lessons learned from previous projects and the need for dedicated resources due to high workloads.	-	NOTE
6.2	There was a query if a PMP certification would be accepted as an equivalent for project manager registration. RB stated the City would provide a formal response in writing.	-	NOTE
6.3	There was a query that if letters of intent for sub-consultants would suffice at the tender stage. RB noted that while a letter of intent might be accepted initially, a formal agreement would be required upon award.	-	NOTE
6.4	There was a request for a soft copy of the tender document to assist with preparation. RB and ZT clarified that hard copy documents must be obtained officially through Supply Chain Management (SCM) to maintain records.	-	NOTE
6.5	There was a note regarding discrepancies between the pricing schedule (pages 77–81) and the scope of work descriptions (pages 157–170). YJ and ZT agreed to review these pages and provide a formal clarification to all bidders.	-	NOTE
6.6	The Clarification Register is appended to these minutes and contain further clarification queries not captured in these minutes.	-	NOTE
<b>7. Process for Further Queries</b>			
7.1	YJ reminded all participants that any further technical or procurement queries must be submitted in writing to the SCM email address (scm.enquiries@capetown.gov.za). The City aims to provide consolidated written responses within five working days.	-	NOTE
<b>8. Key Reminders and Closure</b>			
8.1	YJ reiterated that late or electronic submissions will not be considered. ZT reminded attendees to ensure they are registered on the City of Cape Town Supplier Database and the National Treasury CSD.	-	NOTE
8.2	The meeting was officially closed at 11:55.	-	NOTE

Minutes submitted by:		Approved by:	
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## CLARIFICATION QUERIES FROM NON-COMPULSORY TENDER CLARIFICATION MEETING 200C 2025/2026

Item	Description of Request	Requested by	Date Requested	Date of Response	Response/Comments	Status
1	Inquiry regarding whether registration as a Construction Health and Safety Agent (Pr. CHSA) is mandatory.	Louis Coetzee	22/04/2026	04/05/2026	<p>With reference to Clause C.2.1.4.2 (item j), the tender requires that a Construction Health and Safety Agent be provided with the necessary competencies and experience, and that proof of registration and status of application with the Project and Construction Management Professions body (SACPCMP) be submitted .</p> <p>The tender does not explicitly state that the individual must be registered as a Professional Construction Health and Safety Agent (Pr. CHSA) at tender stage. Accordingly, proof of registration or proof of application with SACPCMP will be deemed acceptable, provided that the required competencies and experience are demonstrated.</p> <p>Furthermore, in terms of Clause C.2.1.4.1, failure to provide the required supporting documentation may result in the tender being deemed non-responsive .</p>	Closed
2	Objection to the requirement that key personnel (items A-I) must be in one company, noting it may be unfair to firms unable to sub-consult.	Byron Auret	22/04/2026	04/05/2026	<p>The requirements of Clause C.2.1.4.2 (Key Personnel) are confirmed and remain unchanged.</p> <p>As stipulated, the resources listed under items (a) to (i) are required to be in the permanent employment of the tenderer, while resources from item (j) onwards may be provided either through permanent employment or via sub-consultancy arrangements .</p> <p>This requirement has been defined by the Employer to ensure that tenderers demonstrate sufficient in-house capacity, capability, and accountability to deliver multidisciplinary professional services over the duration of the contract.</p> <p>Tenderers are further reminded that joint venture or consortium arrangements are permissible, subject to compliance with the tender requirements, which may be utilised to collectively meet the stipulated key personnel requirements.</p> <p>Accordingly, no deviation from this requirement will be permitted, and tenderers are required to comply fully with the provisions of Clause C.2.1.4.2.</p>	Closed
3	Clarification on whether a PMP (Project Management Professional) qualification from PMI qualifies as a certification for Item B.	Nuraan Kahaar	22/04/2026	04/05/2026	<p>With reference to Clause C.2.1.4.2 (item b), the requirement is for Project Managers who are registered as Professional Project Managers with SACPCMP, or hold a similar Built Environment professional qualification and/or certification .</p> <p>In this regard, a Project Management Professional (PMP) certification issued by the Project Management Institute (PMI) will be considered an acceptable similar certification, provided that the individual also demonstrates the required minimum 5 (five) years' verifiable post-graduate experience as a Construction Project Manager, as stipulated in the clause.</p> <p>Tenderers are reminded that all qualifications and certifications must be supported by relevant proof and detailed curriculum vitae for evaluation purposes.</p>	Closed

4	Suggestion to re-evaluate restrictions against sub-consultants being on more than one team to encourage strong tendering.	Barry Hopwood	22/04/2026	04/05/2026	<p>The tender conditions as issued do not prohibit sub-consultants from being proposed on more than one tendering entity. However, tenderers are reminded of their obligations in terms of Clause C.2.1.4.1 (Responsiveness criteria) and the requirement to submit a completed Certificate of Independent Bid Determination, confirming that each tender is prepared independently without collusion .</p> <p>In addition, all proposed personnel and sub-consultants must be genuinely available and committed to the tenderer for the duration of the contract, and may not be overcommitted across multiple tender submissions in a manner that would compromise delivery.</p> <p>The Employer reserves the right to assess resource capacity, conflicts of interest, and overall risk as part of the evaluation process, including in terms of Clause C.3.11.4 (Risk Analysis) .</p> <p>Accordingly, the tender requirements remain unchanged.</p>	Closed
5	Formal clarification request regarding Clause C.2.1.4.2; argued the permanent employment requirement excludes small/medium firms.	James Lochner	22/04/2026	04/05/2026	<p>The requirements of Clause C.2.1.4.2 (Key Personnel) are confirmed and remain unchanged.</p> <p>As stipulated, the resources listed under items (a) to (i) are required to be in the permanent employment of the tenderer, while resources from item (j) onwards may be provided either through permanent employment or via sub-consultancy arrangements .</p> <p>This requirement has been defined by the Employer to ensure that tenderers demonstrate adequate in-house capacity, capability, and accountability to deliver multidisciplinary professional services over the duration of the contract.</p> <p>Tenderers are further reminded that joint venture or consortium arrangements are permissible, subject to compliance with the tender requirements, and may be utilised to collectively meet the stipulated key personnel requirements.</p> <p>Accordingly, no amendment to Clause C.2.1.4.2 will be made, and tenderers are required to comply fully with the provisions of the tender document.</p>	Closed
6	Inquiry if formal sub-consultancy agreements are required at tender stage or if a "Letter of Intent" suffices.	George Muller	22/04/2026	04/05/2026	<p>With reference to Clause C.2.1.4.2 (Key Personnel), where personnel are not in the permanent employment of the tenderer, the tender requires the submission of a signed undertaking from the specialist consultant/firm confirming that they will undertake the necessary work on behalf of the tenderer .</p> <p>Accordingly, a formal sub-consultancy agreement is not required at tender stage. However, a Letter of Intent or signed undertaking from the proposed sub-consultant, clearly confirming their commitment and availability for the duration of the contract, will be deemed acceptable, provided that it is duly signed and submitted with the tender.</p> <p>Tenderers are reminded that all such undertakings must be supported by relevant qualifications, registrations, and detailed curriculum vitae for the proposed personnel.</p>	Closed

7	Clarification on Part C3 (Scope of Work): will staff be seconded for ad-hoc help or assigned specific housing projects.	George Muller	22/04/2026	04/05/2026	<p>With reference to Part C3 (Scope of Work), the intent of this contract is to appoint professional service providers to support the Public Housing Department on a project-by-project basis, as guided by its Asset Management Plan .</p> <p>Work will be allocated through specific instructions (e.g. work orders/task orders) for identified projects, and the appointed service providers will be required to deliver services in accordance with the defined scope for each assignment.</p> <p>The contract is not intended for the secondment of staff on an ad-hoc basis into the Employer's organisation. However, depending on project requirements, coordination and interaction with the Employer's internal teams will be required.</p>	Closed
8	Request for a soft copy of the tender document to assist with internal response preparation.	Jacob Motanya	22/04/2026	04/05/2026	<p>With reference to Clause C.2.13.11, the Employer does not formally issue tender documents in electronic format and only recognises the official hardcopy tender document issued as the valid submission document .</p> <p>An electronic version of the tender document, or portions thereof, may be made available upon written request, provided that the tenderer has formally obtained the issued hardcopy tender document from the Employer.</p> <p>Tenderers are reminded that:</p> <ul style="list-style-type: none"> <li>- The electronic version is provided for reference purposes only; and</li> <li>- Only completed hardcopy tender submissions on the issued documents will be accepted.</li> </ul>	Closed
9	Concern that the pricing page list of personnel does not match the key staff list and stated qualifications.	George Muller	22/04/2026	04/05/2026	<p>The pricing schedules provided under Part C2 (Pricing Data) are intended to establish standardised rates for categories of personnel and services to be utilised across a range of representative and actual projects under this framework contract .</p> <p>The Key Personnel requirements in Clause C.2.1.4.2 serve a different purpose, namely to demonstrate that the tenderer has the minimum in-house capacity, professional registrations, and experience required to be considered responsive and capable of delivering multidisciplinary services .</p> <p>Accordingly, the personnel categories reflected in the pricing schedules do not need to correspond one-to-one with the named key personnel submitted for responsiveness. Tenderers are required to:</p> <p>Comply fully with the Key Personnel requirements for responsiveness; and Provide rates for all items in the pricing schedule as issued.</p> <p>The Employer will utilise the submitted rates for evaluation purposes, including the application of representative project scenarios, as provided for in Clause C.3.11.3.4 .</p>	Closed

10	Query on how rates for additional services (advisory, programme management) will be evaluated in the price assessment.	Morné Jacobs	22/04/2026	04/05/2026	<p>The evaluation of pricing will be undertaken in accordance with Clause C.3.11.3.4, whereby the Employer will utilise representative (simulated) project scenarios and apply the tendered rates to predefined quantities in the Schedule of Rates to derive a comparative financial offer .</p> <p>In this regard, only those items and rates that are included in the representative project scenarios will directly influence the price evaluation score.</p> <p>Rates provided for additional services, including advisory and programme management functions, will:</p> <p>Form part of the Schedule of Rates for contractual purposes;  Be utilised when such services are required during contract implementation; and  Not necessarily be included in the price evaluation, unless specifically incorporated into the representative project scenarios used for comparative assessment.</p> <p>All tendered rates must therefore be market-related and balanced, as the Employer reserves the right to assess the reasonableness of rates and pricing risk in terms of Clause C.3.11.4 (Risk Analysis) .</p>	Closed
11	Inquiry on how region allocation will be handled as there was no option to select or rank preferred regions.	Morné Jacobs	22/04/2026	04/05/2026	<p>The tender does not provide for the selection or ranking of preferred geographic regions.</p> <p>In terms of Clause C.1.6.1 (Award Methodology), multiple service providers will be appointed to a panel, and the allocation of work will be undertaken based on the Employer's operational requirements, with work generally being offered to the highest ranked tenderer, and thereafter to the next ranked tenderers where required .</p> <p>Accordingly, no regional preference mechanism forms part of this tender. Appointed service providers will be required to deliver services as and where required within the scope of the contract, as directed by the Employer, which is a City-Wide contract.</p>	Closed
12	Request for clarification on submitting for only one category (e.g., civil and structural) rather than all disciplines.	Nomusa Mlotshwa	22/04/2026	04/05/2026	<p>The tender is issued for the provision of multidisciplinary professional services, and tenderers are required to demonstrate the ability to deliver the full scope of services as outlined in the tender document.</p> <p>In terms of Clause C.2.1.4.2 (Key Personnel), tenderers must provide the full complement of required key personnel across the listed disciplines in order to be considered responsive .</p> <p>Accordingly, submissions for partial disciplines only (e.g. civil and structural) will not be considered, unless submitted as part of a joint venture or consortium arrangement that collectively meets all the stated requirements.</p>	Closed

13	Noted discrepancies between pricing activity schedule (pg 77-81) and scope of work (pg 157-170).	Celeste Jacobs	22/04/2026	04/05/2026	<p>The Employer notes the comment regarding perceived discrepancies between the Pricing Activity Schedule (Part C2) and the Scope of Work (Part C3).</p> <p>Tenderers are advised that the Pricing Activity Schedule is intended to establish a standardised schedule of rates for use across a range of potential projects under this framework contract, while the Scope of Work outlines the overall services and deliverables that may be required .</p> <p>Given the nature of the contract, not all items listed in the Scope of Work will necessarily be reflected as discrete line items in the Pricing Schedule, and vice versa. The two sections should therefore be read together and in conjunction, and tenderers are required to ensure that their rates adequately cover the full scope of services described.</p> <p>No amendment to the tender document will be made in this regard.</p>	Closed
14	Noted the Key Personnel schedule (pg 206) lacks space for all requested personnel, such as mechanical and electrical engineers.	Celeste Jacobs	22/04/2026	04/05/2026	<p>The Employer notes the limitation in space provided within the Key Personnel Schedule (Part C5.2).</p> <p>Tenderers are advised that the schedule may be expanded or supplemented, provided that the format and content of the original schedule are maintained and all required information is clearly presented.</p> <p>Additional personnel, including but not limited to mechanical and electrical engineers as required in Clause C.2.1.4.2 (Key Personnel), must be included through annexures or extended schedules, and must be clearly cross-referenced to the original submission .</p> <p>All such submissions must remain complete, legible, and consistent with the requirements of the tender document.</p>	Closed
15	Inquiry if Professional Engineers or Technologists would be considered an equivalent qualification for project management roles.	James Lochner	22/04/2026	04/05/2026	<p>With reference to Clause C.2.1.4.2 (items a and b), the tender specifically requires Project Managers who are either:</p> <p>Registered as Professional Engineers or Technologists (PrEng / PrTechEng) with ECSA; and/or Registered as Professional Project Managers with SACPCMP or hold a similar Built Environment professional qualification and/or certification .</p> <p>Accordingly, Professional Engineers or Technologists will be considered acceptable for the Project Manager roles, provided that they meet the additional requirements of:</p> <p>Being legally competent in terms of applicable legislation; and Having the required minimum 5 (five) years' verifiable post-graduate experience as Construction Project Managers.</p> <p>Tenderers are reminded that all qualifications and registrations must be supported by relevant proof and detailed curriculum vitae for evaluation purposes.</p>	Closed

16	Inquiry if the attendance register of the above mentioned tender clarification meeting which was on 21 April 2026 will be shared.	Sonja Bruwer	22/04/2026	04/05/2026	<p>The attendance register for the clarification meeting is not issued as part of the tender documentation.</p> <p>Tenderers are advised that the clarification meeting was non-compulsory, and attendance does not form part of the responsiveness or evaluation criteria, as indicated in the tender document .</p> <p>Accordingly, the attendance register will not be circulated.</p>	Closed
17	Request for an extension to the closing date of this tender, due to the complexity of the tender requirements.	Fisiwe Ngilande	30/04/2026	04/05/2026	<p>The request for an extension to the tender closing date is noted.</p> <p>At this stage, the closing date and time remain as stipulated in the tender document, being 12 May 2026 at 10h00, unless otherwise communicated by the Employer through a formal addendum .</p> <p>Tenderers are advised to proceed on the basis of the current closing date.</p>	Closed
18	Bid Query Response to be circulated.	Fisiwe Ngilande	30/04/2026	04/05/2026	<p>The attendance register for the clarification meeting is not issued as part of the tender documentation.</p> <p>Tenderers are advised that the clarification meeting was non-compulsory, and attendance does not form part of the responsiveness or evaluation criteria, as indicated in the tender document .</p> <p>Accordingly, the attendance register will not be circulated.</p>	Closed
19	Bid Query Response to be circulated.	Sonja Bruwer	24/04/2026	04/05/2026	<p>A tender may be submitted by a single entity or by a joint venture/consortium.</p> <p>The tender document does not require that tenderers must form a consortium. However, all tenderers—whether single entities or joint ventures—must fully comply with the requirements of the tender, including the provision of all required key personnel and competencies as set out in Clause C.2.1.4.2 (Key Personnel) .</p> <p>Where a single entity does not have the full complement of required resources, it may elect to form a joint venture or consortium arrangement to meet the tender requirements.</p>	Closed