

TENDER NO. 085Q/2022/23



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

SCM – 663 | Approved by Branch Manager: 03/04/2020

Version: 5

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FRAMEWORK CONTRACT DOCUMENT (WINNER-TAKES-ALL TYPE)

FOR THE

TERM TENDER FOR SUPPLY, INSTALLATION, REFURBISHMENT, SERVICING & MAINTENANCE OF ROLLER SHUTTER DOORS FOR VARIOUS BUILDINGS WITHIN THE CITY OF CAPE TOWN

Framework Contract Period: For A Period Not Exceeding 36 Months
From Commencement Date

Works Projects: Above R0 up to R 5 000 000

VOLUME 1: TENDERING PROCEDURES

NOTE:

- The Form of Offer and Acceptance (C1.1) is on **page 37** of this document
- Table 1: Tender preference claim (B-BBEE contribution) is on **page 97** of this document

ISSUED BY:	COMPILED BY:	For official use.
DIRECTOR: DIRECTORATE: FACILITIES MANAGEMENT CITY OF CAPE TOWN Tower Block, Civic Centre 12 Hertzog Boulevard CAPE TOWN 8001	TRANSVERSAL FACILITIES MANAGEMENT & MAINTENANCE SERVICES Tower Block, Civic Centre 12 Hertzog Boulevard CAPE TOWN 8001	TENDER SERIAL No.:
		SIGNATURES OF CITY OFFICIALS AT TENDER OPENING
		1.
		2.
		3.

NAME OF TENDERING ENTITY	
EMAIL ADDRESS OF TENDERING ENTITY	
FAX NUMBER OF TENDERING ENTITY	
NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause C.2.12)	
Alternative Offer (see clause C.2.12)	

CITY OF CAPE TOWN

DIRECTORATE: FACILITIES MANAGEMENT

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TERM TENDER FOR SUPPLY, INSTALLATION, REFURBISHMENT, SERVICING & MAINTENANCE OF
ROLLER SHUTTER DOORS FOR VARIOUS BUILDINGS WITHIN THE CITY OF CAPE TOWN

General Tender Information

TENDER ADVERTISED	:	09 September 2022
CIDB CONTRACTOR GRADING DESIGNATION	:	6GB or 6ME or higher
SITE VISIT/CLARIFICATION MEETING	:	11h00 on 23rd September 2022 (Not compulsory, but strongly recommended)
VENUE FOR SITE VISIT/CLARIFICATION MEETING	:	Skype Session will be scheduled by the Project Manager. Kindly contact mogammad.ismail@capetown.gov.za prior to site visit/clarification meeting date above for details or follow the link provided below to the join the meeting. https://meet.capetown.gov.za/mogammad.ismail/ H1HMJ5LF
CLOSING DATE	:	20 October 2022
CLOSING TIME	:	10h00
Tender Fee	:	R 300.00
TENDER BOX & ADDRESS	:	Tender Box 138 at the Tender & Quotation Box Office , 2 nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.

The Tender Document (which includes the Form of Offer and Acceptance) completed in all respects, plus any additional supporting documentation required, must be submitted in a sealed envelope with the name and address of the tenderer, the tender No. and title, the tender box No. and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before closing time.

If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at the public counter (Tender Distribution Office) for alternative instructions. The onus remains with the tenderer to ensure that the tender is placed in either the original box or as alternatively instructed.

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT'

CITY OF CAPE TOWN

DIRECTORATE: FACILITIES MANAGEMENT

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ROLLER SHUTTER DOORS FOR VARIOUS BUILDINGS WITHIN THE CITY OF CAPE TOWN

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CITY OF CAPE TOWN

FACILITIES MANAGEMENT: ECONOMIC OPPORTUNITIES & ASSET MANAGEMENT

CONTRACT NO. 085Q/2022/23

TERM TENDER FOR SUPPLY, INSTALLATION, REFURBISHMENT, SERVICING & MAINTENANCE OF ROLLER SHUTTER DOORS FOR VARIOUS BUILDINGS WITHIN THE CITY OF CAPE TOWN

T1.1 Tender Notice and Invitation to Tender

The **CITY OF CAPE TOWN**, **FACILITIES MANAGEMENT: ECONOMIC OPPORTUNITIES & ASSET MANAGEMENT**, invites tenders for Tender No. **085Q/2022/23: Term Tender for SUPPLY, INSTALLATION, REFURBISHMENT, SERVICING & MAINTENANCE OF ROLLER SHUTTER DOORS FOR VARIOUS BUILDINGS WITHIN THE CITY OF CAPE TOWN.**

Tenderers must be registered on Supplier Databases as described in the tender conditions.

Tenderers who are not registered on these Databases are not precluded from submitting tenders, but must however be registered upon being requested to do so in writing and within the period contained in such a request.

Tenderers must have a CIDB contractor grading designation of 6GB or 6ME or higher.

The physical address for collection of tender documents is:

Tender Distribution Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.

Documents may be collected during working hours between 08:30 – 15:00 from **09 September 2022**.

A non-refundable tender fee of R300.00 payable by cash or eft made out in favour of the City of Cape Town, is required on collection of the tender documents.

Queries relating to any issues in these documents may be addressed to Mr MG Ismail, Tel No. 021 444 0292, Cell No. 084 7022 1567, e-mail mogammad.ismail@capetown.gov.za.

A **non-compulsory** but strongly recommended site visit/clarification meeting with representatives of the Employer will take place via a Skype Session which will be scheduled by the Project Manager. Kindly contact mogammad.ismail@capetown.gov.za prior to site visit/clarification meeting date on the **23rd September 2022 starting at 11:00** or follow the link provided below to the join the meeting.
<https://meet.capetown.gov.za/mogammad.ismail/H1HMJ5LF>

The closing time for receipt of tenders is **10:00 on 20 October 2022**.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation that has been issued. Printed Schedules of Rates, in the same format (that is, layout, scheduled items, units and quantities, if applicable) as those issued electronically by the Employer upon request, may be submitted as stated in the Tender Data.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The Employer's Information Officer who is responsible for overseeing questions in relation to data protection may be contacted at Popia@capetown.gov.za.

By submitting a tender to the City of Cape Town, (and by concluding any ensuing related agreement with the City of Cape Town, if applicable), the Tenderer thereby acknowledges and unconditionally agrees:

- 1.1. that the tenderer has been informed of the purpose of the collection and processing of its personal information as defined in the Protection of Personal Information Act of 2013 ("POPIA"), which, for the avoidance of doubt is for, and in relation to, the tender process and the negotiation, conclusion, performance and enforcement of the ensuing agreement, if applicable, as well as for the City of Cape Town's reporting purposes;

- 1.2 to the collection and processing of the tenderer's personal information by the City of Cape Town and agrees to make available to the City of Cape Town, all information reasonably required by the City of Cape Town for the above purposes;
- 1.3 that the personal information the City of Cape Town collects from the tenderer or about the tenderer may be further processed for other activities and/or purposes which are lawful, reasonable, relevant and not excessive in relation to the purposes set out above, for which it was originally collected;
- 1.4 that, the tenderer indemnifies the City of Cape Town and its officials, employees, and directors and undertakes to keep the City of Cape Town and its officials, employees, and directors indemnified in respect of any claim, loss, demands, liability, costs and expenses of whatsoever nature which may be made against the City of Cape Town (including the costs incurred in defending or contesting any such claim) in relation to the tenderer or the tenderer's employees', representatives' and/or sub-contractors' non-compliance with POPIA and/or the City of Cape Town's failure to obtain the tenderer's consent or to notify the tenderer of the reason for the processing of the tenderer's personal information;
- 1.5 to the disclosure of the tenderer's personal information by the City of Cape Town to any third party, where the City of Cape Town has a legal or contractual obligation to disclose such personal information to the third party (or a legitimate interest exists therein);
- 1.6 that, under POPIA, the tenderer may request to access, confirm, request the correction, destruction, or deletion of, or request a description of, personal information held by the City of Cape Town in relation to you, subject to applicable law; and
- 1.7 that under POPIA, subject to applicable law, the tenderer also has the right to be notified of a personal information breach and the right to object to, or restrict, the City of Cape Town's processing of its personal information.

LOCALITY PLAN – SITE VISIT/CLARIFICATION MEETING VENUE – Not applicable

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CITY OF CAPE TOWN

TCT: MAINTENANCE

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LOCALITY PLAN – SITE VISIT/CLARIFICATION MEETING VENUE