

Meeting Minutes

Date: 21 October 2025, Tuesday
Time: 10h00 to 11h05
Venue: Online Meeting via MS Teams
Topic: 074Q/2025/26 – Tender Clarification Meeting for the Term Tender for Provision of Construction Services and Ancillary Works for Emergency and Ad-Hoc Maintenance and Repairs to Slopes and Embankments in the City of Cape Town

1. Welcome, apologies and opening remarks

- 1.1. Welcome, Introduction and housekeeping rules by Bradley du Toit.
 - The meeting was non-compulsory in terms of the Tender Data.
- 1.2. Attendance:
 - Tenderers were requested to insert their details into the comment box for attendance record purposes (name, company representing, name, mobile number, email).
 - *Minutes and presentation of this meeting will only be shared as part of Notice to Tenderers (NTT) No. 1.*
- 1.3. Contact Details for Tender Related Queries:
Email: SCM.Tenders22@capetown.gov.za
Attention: Mr. Bradley du Toit

Presentation by Bradley du Toit

2. Questions

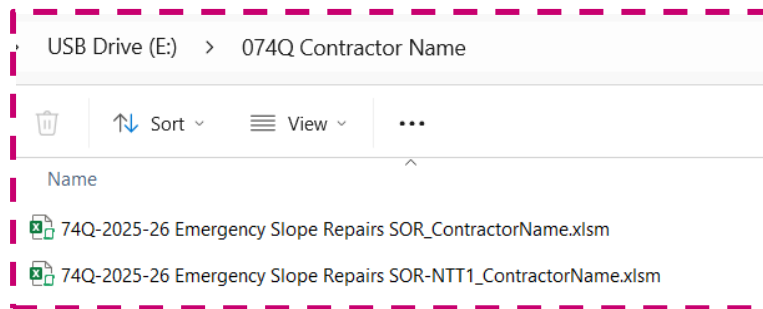
Question 1 & 4: Must the SOR be placed on the USB and is there any particular way that the excel SOR file needs to be save on the USB and?

Answer to Question 1 & 4:

- Yes, the SOR needs to be saved in excel format on a USB, not pdf.
- Furthermore, tenderers are reminded to follow the following process:
 - i. Complete the electronic excel document in full for all categories intended to tender for.
 - ii. Once completed electronically, to print the excel document and replace the pages in the hard copy with the printed schedule of rates (process to be repeated for addendum Schedules too).
 - iii. Securely attach a USB to the tender submission with the electronic excel document saved to it.
 - iv. The tenderer is required to sign Schedule 25.1 to ensure that they have complied with the above-mentioned as listed in the schedule.

- Using the current file name, the tenderers are to add the tendering entity name at the end i.e. "74Q-2025-26 Emergency Slope Repairs SOR_ContractorName".

See below and example of how to save the files (including if NTT is received for SOR):



- Tenderers are also reminded not to amend the SOR if they find errors (i.e. unit of measure, blocked cells etc.) in it. Instead, are recommended to notify Bradley Du Toit through the SCM.Tenders22@capetown.gov.za email.

Question 2 & 3 combine: With regards to the appointment of companies, are you going to appoint only two of the, as in one in Category A and one in Category B?

Answer to Question 2&3:

- The city intended to appoint up to two (2) contractors per Category, on a City-Wide basis, see illustration below:

WORKS PROJECT CATEGORY A (CIDB GRADE 2CE OR HIGHER) Works Project Value: Above R500,000 up to R1,000,000
City Wide
Contractor 1
Contractor 2

WORKS PROJECT CATEGORY B (CIDB GRADE 3CE OR HIGHER) Works Project Value: Above R1,000,000 up to R3,000,000
City Wide
Contractor 1
Contractor 2

- Also note, that the City reserves the right to appoint fewer tenderers to the panel, or not to appoint a panel at all for either of the works project categories.
- Tenderers that meet the requirements of both categories are allowed to submit a tender offer for Category A and B. Tenderers that meet the requirements of both categories may also be appointed for both categories.

Meeting concluded at 11h05

Minutes written by Bradley du Toit