



26 MAY 2025

NOTICE TO TENDERERS NO. 3

Non-compulsory but strongly recommended clarification meeting minutes

Tender Number: 245Q/2024/25
Description: TERM TENDER FOR THE SUPPLY, INSTALLATION, REPAIRS AND MAINTENANCE OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS AT VARIOUS MUNICIPAL FACILITIES WITHIN THE CITY OF CAPE TOWN
Box Number: 180
Closing date: 03 June 2025 @ 10h00

CORPORATE SERVICES – FACILITIES MANAGEMENT

245Q/2024/25: TERM TENDER FOR THE SUPPLY, INSTALLATION, REPAIRS AND MAINTENANCE OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS AT VARIOUS MUNICIPAL FACILITIES WITHIN THE CITY OF CAPE TOWN

Date: Tuesday, 13 May 2025

Time: 10.00 am – 12.00 pm

ATTENDANCE REGISTER

Venue: via MS Teams

DG	CCT Representative
MI	CCT Representative
LG	CCT Representative

BIDDER ATTENDANCE REGISTER

Several of bidders attended the Clarification Meeting. Attendance register as per MS Teams.

Attendance Register:

Attendees to please register their names, company names and email address on Microsoft Teams - Chat
Employer: City of Cape Town, Corporate Services

EXECUTIVE SUMMARY

Clarification Meeting – Tender No. 245Q/2024/25

Date: 13 May 2025

Time: 10:00 AM – 12:30 PM

Platform: MS Teams

Project: FRAMEWORK TERM TENDER FOR THE SUPPLY, INSTALLATION, REPAIRS AND MAINTENANCE OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS AT VARIOUS MUNICIPAL FACILITIES WITHIN THE CITY OF CAPE TOWN

Purpose: To clarify functionality requirements, value ranges, and evaluation expectations for Tender 245Q/2024/25. The meeting also aimed to highlight lessons learned from previous tenders and assist tenderers in understanding key submission requirements.

WELCOME											
The meeting commenced at 10:00 AM and was chaired by DG, the appointed Project Manager for Tender 245Q/2024/25. Attendees were welcomed to the non-compulsory but strongly recommended clarification session. Internal stakeholders introduced themselves.											
GENERAL DISCUSSION											
NO. 01	KEY POINTS	WHO?	WHEN?								
	<p>Contract Overview</p> <ul style="list-style-type: none">TERM TENDER FOR THE SUPPLY, INSTALLATION, REPAIRS AND MAINTENANCE OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS AT VARIOUS MUNICIPAL FACILITIES WITHIN THE CITY OF CAPE TOWNContract duration: Not exceeding 36 months from the date of commencement.The contract is structured as a repeatable tender, meaning it will begin upon the expiration of the current contract and continue for the designated 36-month period. <p>Works Project Value Ranges The tender accommodates the following ME classifications per Works Project ranges:</p> <table><tr><td>Value Range</td><td>Required ME Class</td></tr><tr><td>R0 – R500,000</td><td>1ME or higher</td></tr><tr><td>R501,000 – R1,000,000</td><td>2ME or higher</td></tr><tr><td>R1,000,001 – R3,000,000</td><td>3ME or higher</td></tr></table> <p>The required CIDB class per Works Project range refers to or higher</p> <p>An example was provided: If tenderers are tendering for R0 – R500,000 Works Project Range then they would be required to have a 1ME or higher grading. This does not exclude higher graded contractors from tendering in a given works project range.</p> <p>If a project arises during the contract period and falls within a certain works project range, then the project will be awarded to the winner in that range or area. Tenderers are to refer to the award methodology and Works Allocation procedure for more detail. The cap on this tender is R3 000 000, meaning that Works Projects that are estimated to exceed R3 000 000 will not be executed under this framework agreement.</p> <ul style="list-style-type: none">Document issued by Corporate Service Directorate, Facilities Management Department.Advertised on 25 April 2025, site clarification meeting started at 10:00 this morning, closing date 03 June 2025. <p>DG advised that he is aware that there was some confusion with regard to a portal displaying the incorrect clarification meeting date of 06 May 2025. However, this is the correct non-compulsory</p>	Value Range	Required ME Class	R0 – R500,000	1ME or higher	R501,000 – R1,000,000	2ME or higher	R1,000,001 – R3,000,000	3ME or higher		
Value Range	Required ME Class										
R0 – R500,000	1ME or higher										
R501,000 – R1,000,000	2ME or higher										
R1,000,001 – R3,000,000	3ME or higher										

	<p>clarification meeting as a meeting did not take place on 06 May 2025.</p> <ul style="list-style-type: none"> Tender Box number: 180 located Tender & Quotation Box Office, 2nd floor concourse level, Civic Centre. <p>DG clarified that the tender must be purchased at the 2nd floor concourse level, Civic Centre.</p> <ul style="list-style-type: none"> The general conditions are to be read through by tenderers, we will focus on important matters specific to this tender. Tenderers must be registered on Supplier Databases as described in the tender conditions. <p>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.</p> <ul style="list-style-type: none"> Queries relating to any issues in these documents may be addressed to SCM.Tenders4@capetown.gov.za as the primary box and / or FM.Tenders@capetown.gov.za as the secondary box. <p><u>C1.2</u></p> <ul style="list-style-type: none"> In terms of the tender document, it is based on the Principal Building Agreement Edition 6.2, May 2018 as prepared by the Joint Building Contracts Committee Incorporated. The General Preambles for Trades 2017 as published by the Association of South African Quantity Surveyors Tender does not consist of drawings. If a design team is appointed, drawings for specific projects can be issued at Works Project stage. The line items included in the Schedule of Rates will then be applicable. The Works Project Contract Document is a separate document that will be issued for each Works Project. As this will be a Framework contract, there will be a number of different works projects that would take place under this agreement. Definitions, C.1.3 Interpretation. Tenderers are to understand the definitions – Framework contract, alternative panel, winner, winner takes all and Works project etc. 		
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Procurement Procedures

C.1.6.1 General

- For Works Projects from R0 up to R500 000: 1ME or higher will be an area based award. The employer intends to appoint a winner-takes-all per area and two alternative contractors, per area. Refer to the map in Part C3: Scope of Work page 136.
- For Works Projects from R500 001 up to R1 000 000: 2ME or higher and from R1 000 001 up to R3 000 000: 3ME or higher, will be a Citywide award. Citywide consists of all four areas, work will take place in any of the four areas. The Employer intends to appoint a winner-takes-all and two alternative contractors per these Works Project ranges.
- Tenderers are to note that there is a difference between the award methodologies, from R0 up to R500 000: 1ME or higher is area assigned. And the remaining works project value ranges are Citywide as described above. Tenderers are to refer to the tables under C.1.6.1 for the breakdown.
- Important note: Tenderers may elect to tender for all areas and Works Project value ranges or less, as indicated by them in the schedule titled Areas and Works Project ranges of Preference. The Areas and Works Project Ranges of preference is indicated further down in the document in the returnable schedules section.
- Important that tenderers are to read through C.1.6.2 to C.1.8

C.2 Tenderers obligations

C.2.1 Eligibility

Important to note: C.2.1.1 Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document. An 'acceptable tender must "COMPLY IN ALL aspect with the tender conditions, specifications, pricing instructions and contract conditions.

Tenderers are to pay specific attention to the contents under C.2.1. If this is not satisfied, the tenderer will be declared non-responsive.

C.2.1.4 CIDB registration based on the Works Project Ranges tendered for.

Important points on Joint Ventures, read as is from the tender document.

Joint Ventures are eligible to submit tenders provided that:

a) every member of the joint venture is registered with an active status with the CIDB;

	<p>b) the lead partner has a contractor grading designation of not lower than one level below the required grading designation in the ME class of construction work; and</p> <p>c) the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than what is required for the Works Project value range contractor grading designation.</p> <p>C.2.1.4.2 all the returnable schedules needs to be completed in full and returned with the submission. Tenderers should complete these schedules in full and do not state refer to attached for information.</p> <p>A – M to be read, completed and understood.</p> <ul style="list-style-type: none"> - Compulsory Enterprise Questionnaire - Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums - Declaration of Interest – State Employees - Declaration – Conflict of Interest and Declaration of Bidder's past Supply Chain Management Practices - Certificate of Independent Bid Determination <p>a) C.2.1.4.3 Functionality Evaluation Criteria</p> <p>The tender includes functionality.</p> <ul style="list-style-type: none"> • Tenderers must achieve the minimum score for functionality in the Works Projects Value ranges being tendered for. Functionality will be evaluated separately for each Works Project value range. • The minimum score for functionality for each Works Project value range is 70. (The total of the functionality points obtained in the three criteria contained in each of the Works Project ranges must be 70 or higher) <p>Tenderers that fail to achieve the minimum score for functionality will be declared as non-responsive.</p> <ul style="list-style-type: none"> • Tenderers tendering for multiple areas and/or Works Project value ranges and meet the functionality criteria for the highest value range tendered for will automatically be considered to have met the functionality criteria for the lower value range(s). <p>An example was provided: If a tenderer is tendering for the R1m up to R3m Works Project range, and tendering for an area in the R0 up to R500 000.00 the tenderer is only required to submit functionality requirements for the higher value range, which will then be evaluated for both.</p>		
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	<p><u>Functionality detail</u></p> <ul style="list-style-type: none"> • Functionality is split up into the different Works project ranges, there is only one differential in each of the Works Project ranges functionality which is Criterion 1 - the number of projects required for full points increases the higher the works project value range. • Each functionality criterion has a weighting. Number of points achieved multiplied by the weighting. Therefore, the sum of the functionality scores obtained in each criterion for the Works Project range/s tendered for needs to meet the minimum score for functionality which is 70. <p>DG proceeded to work through the functionality section for the from R0 up to R500 000 Works Project value range.</p> <p>Criterion 1:</p> <p>Demonstrated experience of the tendering entity with respect to completed comparable projects within the last 5 years</p> <ul style="list-style-type: none"> • 50% weighting for criterion 1. <p>0 completed comparable projects = 0</p> <p>1 completed comparable project = 20</p> <p>2 completed comparable projects = 40</p> <p>3 completed comparable projects = 60</p> <p>4 completed comparable projects = 80</p> <p>5 or more completed comparable projects = 100</p> <ul style="list-style-type: none"> • The number of points achieved above is then multiplied by the weighting for criterion 1. <p>The scope of a comparable project is provided. The project needs to meet the following scope:</p> <ul style="list-style-type: none"> - Supply and Installation of Heating, Ventilation and Air Conditioning (HVAC) systems - Repairs and Maintenance of Heating, Ventilation and Air Conditioning (HVAC) systems - Servicing of Air Conditioning (HVAC systems) <p>Or a combination of the above</p> <p>In addition to the comparable project scope mentioned, each project is required to have a minimum value of R55 000.00 (inclusive</p>		
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	<p>of VAT) in criterion 1 for all works project ranges for it to be considered as a comparable project. Routine projects may also qualify as a project if their cumulative value exceeds R55 000.00.</p> <p>The number of comparable projects to obtain full points for criterion 1 increases the higher the works project range.</p> <p>The returnable schedule – Schedule 19: Functionality Table A1 must be completed. Job completion certificates or final invoices should be appended.</p> <p>Important to note that the references provided in Table A1 must be contactable as the City may contact all references provided.</p> <p>DG advised that if tenderers have done work as a sub-contractor in the past for a main contractor, you can provide the main contractor or the project client as the reference.</p> <p>DG proceeded to go through each column in the returnable schedule.</p> <p>Criterion 2:</p> <p>Trade tested Air-Conditioning and Refrigeration technician and SAQCC Gas Authorized Practitioners in the employ of the tendering company.</p> <ul style="list-style-type: none"> • 40% weighting for criterion 2. 		
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Criterion 2: Trade tested Air-Conditioning and Refrigeration technician and SAQCC Gas Authorized Practitioners in the employ of the tendering company			
Indicator	Evaluation Criteria	Points	Weighting
2.1	0 Trade tested Air-Conditioning and Refrigeration technician in the employ of the tendering company OR 0 SAQCC Gas Authorized Practitioner registered in category A2 or A3 or A4 or B6 in the employ of the tendering company	0	40%
2.2	1 Trade tested Air-Conditioning and Refrigeration technician that <u>IS NOT</u> registered with SAQCC as a Gas Authorized Practitioner in Category A2 or A3 or A4 or B6 in the employ of the tendering company	25	
2.3	1 SAQCC Gas Authorized Practitioner that <u>IS</u> registered in Category A2 or A3 or A4 or B6 in the employ of the tendering company	50	
2.4	1 Trade tested Air-Conditioning and Refrigeration technician that <u>IS NOT</u> registered with SAQCC as a Gas Authorized Practitioner in Category A2 or A3 or A4 or B6 in the employ of the tendering company <u>AND</u> 1 SAQCC Gas Authorized Practitioner that <u>IS</u> registered in category A2 or A3 or A4 or B6 in the employ of the tendering company	75	
2.5	2 or more SAQCC Gas Authorized Practitioners that <u>ARE</u> registered in category A2 or A3 or A4 or B6 in the employ of the tendering company	100	

The returnable schedule – Schedule 19: Functionality Table A2 must be completed.

A certified Copy/Copies of the Air-Conditioning & Refrigeration Trade Test certificate(s) of the trade tested personnel in the employ if the tendering company should be appended.

A Copy/Copies of the SAQCC Authorized Practitioner Card of a practitioner(s) who are registered as a Category A2 or A3 or A4 or B6 Authorized Practitioner, authorized to install and maintain HVAC and refrigeration systems, who is within the employment of the Tendering company and registered in the company's name should be appended.

DG proceeded to go through each column in the returnable schedule.

Criterion 3:**Trade tested electrician post trade test experience**

- 10% weighting for criterion 3.

Criterion 3: Trade tested electrician post trade test experience			
Indicator	Evaluation Criteria	Points	Weighting
3.1	Trade tested Electrician with post trade test experience of less than 1 year	0	10%
3.2	Trade tested Electrician with post trade test experience greater than or equal to 1 year but less than 3 years	50	
3.3	Trade tested Electrician with post trade experience greater than or equal to 3 years	100	

The returnable schedule – Schedule 19: Functionality Table A3 must be completed.

A certified Copy of the Electrician Trade Test certificate of the trade tested personnel should be appended.

DG proceeded to go through each column in the returnable schedule.

Functionality Returnable Schedules:

- Tenderers are to note that functionality tables A1, A2 and A3 provided, are for all works project value ranges.
- Table A1 relates to Criterion 1
- Table A2 relates to Criterion 2
- Table A3 relates to Criterion 3

C.2.1.4.7 Only those tenders submitted by tenderers who are in good standing with the Metal & Engineering Industry Bargaining Council (MEIBC) at the time of the tender award will be declared responsive. Tenderers must attach such proof to the schedule titled Declaration in Respect of Compliance with Labour Legislation or obtain such upon being requested to do so in writing and within the period contained in such a request, failing which their tenders will be declared non-responsive.

C.2.10.5 Provide rates for the items specified in Part C2.2 Schedules of Rates only for the areas and Works Project value range(s) tendered for (refer to C.1.6.1). If a nil rate (i.e. "nil" or "0.00") is entered against an item, it will be considered that there is no charge for that item.

	<p>If a rate is not provided for any item in the Schedules of Rates in those schedules for the areas(s)/Works Project value range(s) tendered for, such item will be regarded as having a nil rate.</p> <ul style="list-style-type: none"> Preference Points will be based on either the 80/20 or 90/10. <p>it is important that tenderers indicate or insert the points claimed in Schedule 23: Preference Schedule. Tenderers are to claim the points and provide the proof (CSD). The claimed points must correlate with the evidence. If tenderers don't claim the points then the committee will not be able to claim on your behalf.</p> <ul style="list-style-type: none"> DG proceeded to explain C.3.11.3.4 General Procurement procedures specific to this tender are set out in C.1.6.1. <p>The employer will evaluate as follows:</p> <p>for tender evaluation purposes, simulated (representative) Works Projects, indicative of the nature of works required in each relevant Works Project range, and which shall include a typical project relating to the supply, installation and repairs and maintenance of heating, ventilation, and air conditioning systems made up of various line items as contained in the Schedule of Rates</p> <p>The Employer shall have assigned quantities to the items in the Schedules of Rates necessary for the execution of the representative Works Projects. The assigned quantities shall be multiplied by the tendered rates submitted by the tenderers to obtain amounts that will be totaled to provide a financial offer for each tenderer for the representative Works Projects. The financial offer per relevant Work Project value range, required in terms of the Preferential Procurement Regulations shall be determined by the TOTAL of the sum of the representative Works Projects for each tenderer.</p> <p>a) Each tenderer may only be awarded a maximum of four (4) awards:</p> <p>Two (2) awards as a Winner Two (2) awards as an alternative</p> <p>However, in the event that any of the areas and/or Works Project ranges are left without a tenderer, the Employer reserves the right to offer an already successful tenderer more than four (4) awards, provided the tenderer can prove he has the capacity to undertake the additional work in the additional area and/or Works Project range.</p> <p>b) if a tenderer has the highest tender evaluation points scored in more than two (2) areas or Works Project ranges, AREAS AND WORKS PROJECT RANGES OF PREFERENCE schedule will be considered, where possible.</p>		
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	<p>Important to note:</p> <p>c) the tender evaluation points (in terms of the Preferential Procurement Regulations) would be the primary basis upon which awards will be made and the preference per area and Works project ranges as indicated by tenderers in the schedule titled Areas and Works Project ranges of Preference would be the secondary basis that will be considered by the Employer within the outcomes determined by the tender evaluation points.</p> <p>Essentially the primary basis in 80/20 or 90/10, the Areas and Works Project ranges of preference will be considered</p> <ul style="list-style-type: none"> DG proceeded to display, explain and work through the example included in the tender document. Schedule 20: Areas and Works Project ranges of preference. <p>Important that the tenderer completes the schedule to indicate the Works Project range and/or area tendered for. In addition the preference of award is to be indicated by the tenderer.</p> <p>DG explained that the reason this is important is because the Schedule of Rates does not provide a separate column for rates for each Works project value range, therefore tenderers must indicate which area and/or works project range they have tendered for along with the award of preference.</p> <ul style="list-style-type: none"> Tenderers are to read through the Annex C – Standard conditions of tender in their own time. <p>The Contract, page 46</p> <ul style="list-style-type: none"> Schedule of Deviations <p>If there are deviations or the tenderers own recommendations in terms of specifications it makes it difficult to evaluate. Tenderers to try their best not to deviate from the actual tender process of the City.</p> <p>A PROJECT INFORMATION</p> <p>Work Allocation Procedure</p> <p>Applicable during contract stage. In summary, during the contract stage there will be a number of Works Project whereby the contractor will be invited to. Allocated to the winner in the Works Project value range or area, if the offer is non-responsive/invalid/rejected it moves onto the alternative in that area or works project range.</p> <p>The Work allocation procedure also summarizes the process, outlines what the City PM will do, what is required from the tenderer and what the turnaround times are.</p> <p>In summary, the stages are:</p>		
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Stage 1: Employer prepares Works Project contract document and prices bills of quantities using the contractor's rates for the area and applicable Works Project value range

Stage 2: Contractor collects copy of Works Project contract document and attends a Works Project meeting

This is a compulsory site meeting.

Stage 3: Contractor submits completed Works Project contract document and Employer allocates Works Project

Tenderers are to read through the detail of the Works Allocation procedure for further information.

- A2.0 – B16.0 As this is a framework tender certain information will be provided at Works Project stage. Tenderers are to note that if the document refers to “will be identified in each works project” or similar, the information will be provided in the Works Project Document for that specific project.
- DG proceeded to work though A2.0 – B16.0 but advised the tenderers to read through.

B Contract Data

- Schedule of Rates are based on the latest edition of Standard System of Measurement of Building Works in South Africa. The Schedule of Rates separates the different works in different Work Groups.
- Contract Drawings Not Applicable as part of the tender document, however project specific drawings may be issued by the Principal Agent at Works Project stage.

Securities (11.0)

- **Guarantee for Construction [11.1]**

DG advised that the construction guarantees are listed as blankets for the contract period and not in percentage.

Guarantee for Construction [11.1]

Securities provided by contractor	Percentage
Value of Fixed Guarantee for Construction [11.1, 11.1.2]	
Works Projects from R0 up to R500 000	R50 000 blanket per area
Works Projects from R500 001 up to R1 000 000	R100 000 blanket
Works Projects from R1 000 001 up to R3 000 000	R200 000 blanket

	<p>Guarantee for Advance Payment (Not applicable in this tender)</p> <ul style="list-style-type: none"> Plant and materials which have been manufactured and are stored at places other than the Site: Not applicable Plant and materials yet to be manufactured and for which a deposit with order is required from the Contractor by a manufacturer/supplier, and which may be stored at places other than the Site after manufacture: Not Applicable <p>B 8.0 Obligations of employer</p> <ul style="list-style-type: none"> Will be identified in the Works Project Document <p>B 12.0 Possession of site [12.1.5], practical completion [19.0;20.0] and penalties [24.0]</p> <ul style="list-style-type: none"> Practical Completion for the works as a whole will be as agreed in the Works Project Document In sections, dates will be as agreed in the Works Project Document Practical completion criteria will be identified in the Works Project Document Penalties per Works Project value range: $\text{Penalty/day} = \frac{\text{Works Project value}}{\text{Works Project Period}} \times 5\%$ <p>Tenderers are to be aware that we may appoint professional services on a separate contract which is generally time-based contracts. <i>"If the contractor is responsible for delays resulting in extended services by the Principal Agent and other Professional Service Providers, the client reserves the right to recover the associated costs by offsetting these amounts against the penalties payable by the contractor."</i></p> <p>Contract Price Adjustment Provision (CPAP)</p> <ul style="list-style-type: none"> CPA is included in the tender, adjustment once annually. CPAP Work Groups are listed. Each work group is linked to a different factor in P0151.1. The Schedule of Rates are compiled in the various work groups. Tenderers are to read through the CPAP 		
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	<p>Payment Reduction (Retention per works project where applicable)</p> <ul style="list-style-type: none"> Applicable to all Works Project value ranges at the discretion of the Works Project Manager. Up to date of Practical completion as follows: <ul style="list-style-type: none"> Works Project value range: <ul style="list-style-type: none"> from R0 up to R500 000: 10% from R500 001 up to R1 000 000: 10% from R1 000 001 up to R3 000 000: 5% Payment Reduction after date of practical completion as follows: <ul style="list-style-type: none"> Works Project value range: <ul style="list-style-type: none"> from R0 up to R500 000: 5% from R500 001 up to R1 000 000: 5% from R1 000 001 up to R3 000 000: 2.5% Payment Reduction after date of final completion: 0% <p>C1.2 Contract Data Data provided by the contractor – All forms to be completed, signed and returned with the submission</p> <ul style="list-style-type: none"> Contractors are to complete and insert their year 1, 2 and 3 holiday periods <p>C1.3 Form of Guarantee for construction</p> <ul style="list-style-type: none"> As previously mentioned indicating the blanket guarantees for the different works project value ranges <p>C1.4 Form of Guarantee for Advance Payment</p> <ul style="list-style-type: none"> Not applicable <p>C1.5 Occupational Health and Safety Agreement</p> <ul style="list-style-type: none"> Complete and sign <p>C1.6 Protection of the Environment Declaration</p> <ul style="list-style-type: none"> Complete and sign <p>C1.7 Insurance Broker's Warranty</p> <ul style="list-style-type: none"> Complete and sign <p>C1.8 Contract of Temporary Employment as Community Liaison Officer</p> <ul style="list-style-type: none"> Not applicable 		
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	<p>C1.9 Works Project Acceptance/Refusal Notice</p> <ul style="list-style-type: none"> • Complete and sign <p>Part C2: Pricing Data</p> <p>C2.1 Pricing Assumptions</p> <ul style="list-style-type: none"> • Read through the information but important to note point 5. • 5. The rates (excluding VAT) inserted in the Schedules of Rates shall be the full inclusive rates for the work described under the several items. Such rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit. Reasonable rates shall be inserted as these will be used as a basis for assessment of payment for additional work that may have to be carried out. • 6. If no rate is entered it will regarded as a Nil rate. Tenderers are to ensure that all rates are inserted where applicable. <p>C2.2 Schedules of Rates</p> <ul style="list-style-type: none"> • The structure allows for rates to be inserted for Area 1, Area 2, Area 3, Area 4 for the from R0 up to R500 000 works project range and Citywide for the from R500 001 up to R1 000 000 and R1 000 001 up to R3 000 000 works project ranges. The logic is that if a tenderer is based in a certain area and are tendering for works in their area and other areas, the structure allows for different rates as the items are all-inclusive (Transport, overhead, profit etc. are all included in each rate). <p>SCHEDULE 26: DECLARATION OF TENDERED RATES SUBMITTED</p> <ul style="list-style-type: none"> • The Schedule of Rates is available in an electronic version (Excel). • Tenderers can request the Schedule of Rates – refer to Notice to Tenderers 1 (NTT1) to request the electronic schedule of rates as there are a number of line items to make it easier. • Tenderers to submit one (1) electronic/excel copy (on a USB Flash drive), and one (1) hardcopy (printed) of the Schedule of Rates, and that both copies submitted are to be in the same format as those issued by the Employer. • DG demonstrated how to enter rates on the electronic version: Cells will turn white when a rate is entered, this is to minimize errors where tenderers miss inserting a rate. • It is strongly recommended that tenderers use the Electronic Schedule of Rates instead of filling out the hardcopy by hand. 		
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<p>THE TENDERER SHALL NOTE THE FOLLOWING AND IT WILL BE DEEMED TO BE UNDERSTOOD AND AGREED UPON WHEN SUBMITTING THIS TENDER DOCUMENT: Items captured under "Preliminaries", will only be applicable in exceptional circumstances if and when required, in whole or in part or deducted in its entirety by the client or the project manager. Rates for items in their respective trades throughout this entire schedule of rates will be deemed to include the supply and installation of each item, unless otherwise stated. The tenderer is referred to the pricing assumptions in part C2.1 in this document.</p> <p>The Contractor is responsible for ensuring a safe working environment and compliance with all conditions of the Occupational Health and Safety Act (OHS Act 85 of 1993) and the Construction Regulations 2014. Appropriate allowances for such compliance must be made within the rates contained in this contract.</p>									
1.1.1	Provide health and safety compliance with the health and safety specification refer to C3.5 Management for works projects, Occupational Health and Safety Act No. 85 of 1993 and Construction Regulations, 2014. Including the appointment of a Construction Health and Safety Officer in terms of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Construction Regulations. (Unit in percentage of total Works Project value)								
1.1.1.1	Work project value above R0 up to R500 000	Sum	R333 333.00	R333 333.00	R333 333.00	R333 333.00			
1.1.1.2	Work project value above R500 001 up to R1 000 000	Sum							
		Sum							

- Once all applicable rates are filled in on the electronic schedule, tenderers can print the schedule of rates and insert this printed hardcopy in the tender document as part of the submission. Tenderers will then not be required to complete the schedule of rates in the tender document by hand.
- Eg: If tenderers are only tendering for Area 1, only enter in rates for area 1
- Eg: If tenderers are tendering for multiple Areas, insert rates in all applicable area columns
- If a tenderer is tendering for multiple works project ranges (from R500 001 up to R1 000 000, from R1 000 001 up to R3 000 000, from R3 000 001 up to R6 000 000) which are Citywide based awards, the tenderer is to insert rates under the "Citywide Rate" and must indicate the Works Project ranges tendered for in **SCHEDULE 20: AREAS AND WORKS PROJECT RANGES OF PREFERENCE**
- If tenderers use the electronic Schedule of Rates, the tenderer must ensure that they print the electronic copy and put it together with the tender document submission (Hardcopy). The electronic schedule can be submitted on a USB.
- Page 132 - DECLARATION (In respect of completeness of Tender) to be signed by the tenderer.

	<p>Part C3: Scope of Work</p> <ul style="list-style-type: none"> DG provided an high-level overview of the Scope of Works section and advised those in attendance to read through the detail. <p>C3.1 Description of the Works</p> <p>3.1.1. EMPLOYER'S OBJECTIVES</p> <ul style="list-style-type: none"> The contractor will be responsible for supply and installation, servicing, repairs and maintenance and replacement of heating, ventilation and air conditioning (HVAC) systems at various municipal facilities within the city of Cape Town areas as and when required. <p>The above serves as a general overview.</p> <p>3.1.2. OVERVIEW OF THE WORKS</p> <ul style="list-style-type: none"> The Service Provider(s) will be responsible for fulfilling all requirements related to the Works. All work must be executed in compliance with the latest standards and Original Equipment Manufacturer (OEM) instructions and specifications where applicable and any relevant laws and regulations. <p>3.1.4. LOCATION OF THE WORKS</p> <ul style="list-style-type: none"> The tender map outlining the areas are provided in this section <p>C3.4 Construction</p> <ul style="list-style-type: none"> Trade names and proprietary products, tenderers are to note that if an equivalent item is proposed at works project stage, the contractor would need to substantiate to the principal agent during the contract stage. <p>3.4.3 PARTICULAR / PROJECT SPECIFIC SPECIFICATIONS</p> <ul style="list-style-type: none"> DG provided an overview of all headings listed in the PARTICULAR / PROJECT SPECIFIC SPECIFICATIONS and advised tenderers to read through in their own time. <p>The PARTICULAR / PROJECT SPECIFIC SPECIFICATIONS are to be read in conjunction with the Schedule of Rates.</p> <p>C3.5 Management</p> <p>3.5.2.1 Minimum targeted labour contract participation goal</p>		
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	<p>The specified minimum targeted labour contract participation goal (CPGL) is:</p> <table><tr><td>Works Project value range:</td><td>CPGL</td></tr><tr><td>From R0 up to R500 000</td><td>0%</td></tr><tr><td>From R500 001 up to R1 000 000</td><td>0%</td></tr><tr><td>From R1 000 001 up to R3 000 000</td><td>5%</td></tr></table>	Works Project value range:	CPGL	From R0 up to R500 000	0%	From R500 001 up to R1 000 000	0%	From R1 000 001 up to R3 000 000	5%		
Works Project value range:	CPGL										
From R0 up to R500 000	0%										
From R500 001 up to R1 000 000	0%										
From R1 000 001 up to R3 000 000	5%										
	<p>3.5.4.1 Minimum targeted enterprises contract participation goal</p> <p>The specified minimum targeted enterprises contract participation goal (CPGE) is:</p> <table><tr><td>Works Project value range:</td><td>CPGE</td></tr><tr><td>From R0 up to R500 000</td><td>0%</td></tr><tr><td>From R500 001 up to R1 000 000</td><td>0%</td></tr><tr><td>From R1 000 001 up to R3 000 000</td><td>2%</td></tr></table>	Works Project value range:	CPGE	From R0 up to R500 000	0%	From R500 001 up to R1 000 000	0%	From R1 000 001 up to R3 000 000	2%		
Works Project value range:	CPGE										
From R0 up to R500 000	0%										
From R500 001 up to R1 000 000	0%										
From R1 000 001 up to R3 000 000	2%										
	<p>E: ENVIRONMENTAL MANAGEMENT SPECIFICATION</p> <ul style="list-style-type: none">Tenderers are to read through and understand the tender specific Environmental Management Specification in their own time. <p>Generic Project Health and Safety Specification</p> <ul style="list-style-type: none">Specific to this framework tenderTenderers are to read through and understand the tender specific Health and Safety plan <p>Part C5: Returnable Documents</p> <ul style="list-style-type: none">Tenderers are to ensure that all returnable schedules are completed unless stated 'Not Applicable. The schedules are to be completed, signed and returned with the submission. Complete with all requested information.Tenderers are to indicate number of sheets appended where requested to do so in the returnable schedules <p>SCHEDULE 1 : COMPULSORY ENTERPRISE QUESTIONNAIRE</p> <p>SCHEDULE 2 : CERTIFICATE OF INDEPENDENT TENDER DETERMINATION</p> <p>SCHEDULE 3 : CERTIFICATE OF AUTHORITY FOR JOINT VENTURES</p> <p>SCHEDULE 4: DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES</p> <p>SCHEDULE 5: DECLARATION OF INTEREST – STATE EMPLOYEES (MBD 4)</p> <p>SCHEDULE 6: CONFLICT OF INTEREST</p> <p>SCHEDULE 7: AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE CITY OF CAPE TOWN</p> <p>SCHEDULE 8: DECLARATION IN RESPECT OF COMPLIANCE WITH LABOUR LEGISLATION</p>										

	<p>SCHEDULE 9: CONFIRMATION OF CITY OF CAPE TOWN SUPPLIER DATABASE REGISTRATION</p> <p>SCHEDULE 10: SCHEDULE OF WORK EXPERIENCE OF TENDERER – Not Applicable, refer to schedule 19 functionality table A1</p> <p>SCHEDULE 11: SCHEDULE OF EQUIPMENT INSTALLATIONS AND SERVICE HISTORY – Not Applicable</p> <p>SCHEDULE 12: CONFIRMATION OF CONTRACTOR REGISTRATION / ACCREDITATION – Not Applicable</p> <p>SCHEDULE 13: DETAILS OF QUALIFICATIONS AND EXPERIENCE OF STAFF – Not Applicable, refer to Schedule 19: Functionality Criteria</p> <p>SCHEDULE 14: SCHEDULE OF CONSTRUCTION EQUIPMENT – Not Applicable</p> <p>SCHEDULE 15: DETAILS OF TENDERER'S WORKSHOP FACILITIES</p> <p>SCHEDULE 16: SCHEDULE OF SUB-CONTRACTORS</p> <p>SCHEDULE 17: HEALTH AND SAFETY PLAN</p> <p>SCHEDULE 18: DEVIATIONS AND QUALIFICATIONS BY TENDERER – Important to note: The Tenderer's attention is drawn to clause C.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the Employer's handling of material deviations and qualifications.</p> <p>SCHEDULE 19: FUNCTIONALITY CRITERIA</p> <p>SCHEDULE 20: AREAS AND WORKS PROJECT RANGES OF PREFERENCE</p> <p>SCHEDULE 21: PRICE BASIS FOR IMPORTED RESOURCES</p> <p>SCHEDULE 22: RECORD OF ADDENDA TO TENDER DOCUMENTS – All notices to tenderers (NTT) sent out by the employer needs to be listed in this schedule.</p> <p>SCHEDULE 23: PREFERENCE SCHEDULE – Emphasized that bidders must insert the points claimed in both columns and not leave the table blank. The points claimed must be correct and correlate with evidence.</p> <p>SCHEDULE 24: APPEAL APPLICATION (ANNEXURE B)</p> <p>SCHEDULE 25: INFORMATION TO BE PROVIDED WITH THE TENDER</p> <p>SCHEDULE 26: DECLARATION OF TENDERED RATES SUBMITTED</p>		
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	<p><u>Questions:</u></p> <p>1. There is a minimum weighting for functionality criterion 1, what is the minimum for criterion 2 and criterion 3?</p> <p>1A. There isn't a minimum per criteria, the minimum score for functionality is 70. The points obtained in each of the three criteria will have to total 70 or more.</p> <p>2. Does all the certification for electrician and trade tested Air-conditioning and refrigeration technician and SAQCC gas authorized practitioner need to be certified? Sometimes the certification of these documents are outdated, more than 3 months old.</p> <p>2A. It is important to complete the returnable schedule and submit the certified copies where requested, however the certified copy does not have to be within the past 3 months as we will be performing due diligence and reference checks.</p> <p>3. How do we obtain the tender document?</p> <p>3A. The tender must be purchased at the Cape Town Civic Centre at the tender office, 2nd floor concourse level, Civic Centre. The cost is R300, once you have submitted proof of payment, tenderers can then request the Electronic Schedule. Refer to Notice 1.</p> <p>4. Will the recording of this meeting be made available?</p> <p>4A. No, the recording will not be available, however the minutes of the meeting will be distributed through a notice to tenderers.</p> <p>5. In the Schedule of Rates, there are various items that are no longer available, for example some of the window units and the gasses specified?</p> <p>5A. If the item is not available on the market, during the contract stage, the item would have to be available for the contractor to be held responsible to provide the item. Tenderers can send an email to the SCM dedicated mailbox if they feel an item is not available on the market. If changes are required to the specification or Schedule of Rate, tenderers are to regularly check the website for notice to tenderers.</p> <p>6. Suppliers are requesting additional details with regard to the fans specified, eg: Fans listed, what static pressure does it operate against which is not listed. What happens if we have to go out to site and we are requested to provide a fan that we did not price for?</p> <p>6A. We have received a query from a tenderer through our FM mailbox, we are looking into it as we note the line items for the fans are only listed in I/s. Tenderers are to regularly check the website for notice to tenderers.</p>		
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	<p>7. The Schedule of Rates does add the sum to provide us with a total cost?</p> <p>7A. It's a framework tender, therefore there won't be a total at tender stage. During works project stage, the rates provided will be multiplied by the quantities required.</p> <p>8. On the Schedule of Rates, if you want to tender for all four areas must you also include the Citywide rate?</p> <p>8A. It depends what Works Project Range you are tendering for. For the Works project range from R0 up to R500 000 which is area assigned, rates must be entered into the applicable "area" column in the Schedule of Rates. If you are tendering for either or both of the Citywide Works project ranges from R500 001 up to R1 000 000 and from R1 000 001 up to R3 000 000 then rates must be inserted in the "Citywide" column. Tenderers are to refer to C.1.6.1 for the breakdown.</p> <p>9. Is it possible to get the Schedule of Rates in electronic format? We have downloaded the tender document from eTenders, do we have to pay the R300?</p> <p>9A. The tender document that has been circulated online is not the correct tender document, the document must be purchased from the 2nd floor concourse level Civic Centre. Tenderers are to disregard the document that has been circulated online. The electronic Schedule of Rates can be requested, refer to notice to tenderers 1.</p> <p>10. When you say append to the document, is it in between the bid document or as part of the returnable schedule?</p> <p>10A. It is important to make reference on the returnable schedule to the additional documents submitted. The documents can be appended as preferred.</p> <p>11. If we supply and install an air conditioning unit, it comes with a warranty however it needs to be serviced as required by the manufacturer at set intervals to keep the warranty, must our price include servicing of the new units?</p> <p>11A. Servicing is a separate line item. The employers Project Manager will raise separate Purchase Orders for servicing when required.</p> <p>12. Will the tender be evaluated on a 90/10 or 80/20?</p> <p>12A. The tender includes both the 90/10 or 80/20, the BEC will select the preference points system based on the highest or lowest tender offer received.</p> <p>13. If one receives a Works Order and is requested to provide repairs to a Daiken VRV PCB which is not listed in the Schedule of Rates, what does one do with regard to pricing?</p>		
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	<p>13A. There is a provisional sum allowance for replacement of defective parts.</p> <p>14. Can tenderers quote on various brands as some suppliers only does R32 units?</p> <p>14A. Tenderers can quote on any brand as well as different brands. We do not specify brand names in the tender document.</p>		
CLOSING REMARKS			
<ul style="list-style-type: none"> • DG: <ul style="list-style-type: none"> ○ Expressed gratitude for the attendees. ○ Encouraged follow-up with any further questions via email. ○ Officially closed the meeting at 11:50 PM. ○ Tenderers are to ensure that they continuously check for Notices to Tenderers which can be issued as addenda 			
WAY FORWARD			
Responses to queries can be sent to the email addresses provided in the tender document (SCM Tenders and FM Tenders).			
THANKS			
DG thanks all for their attendance. The meeting was officially concluded at 11:50PM.			

Yours Faithfully,



On behalf of Director: Supply Chain Management

WRITTEN ACKNOWLEDGEMENT OF RECEIPT FOR 245Q/2024/25

At on this Day of 2025.

Signature:

Name of Signatory:
(in ink and capitals)

TENDERER:
(Legal Name of tendering entity in ink and capitals)