

TENDER CLARIFICATION MINUTES

City of Polokwane

Polokwane Regional Wastewater Treatment Works (PRWWTW): Phase 2B**MEETING MINUTES**

MEETING DETAILS:	
Meeting Type:	Tender Clarification Meeting
Meeting Date and Time:	Tuesday, 02 nd June 2026 at 10:00hrs
Venue:	New Peter Mokaba Stadium Complex, Executive Lounge, 1 st Floor
CONTRACT DETAILS:	
Client:	City of Polokwane
Project Name:	Construction, Operations and Maintenance of the Polokwane Regional Wastewater Treatment Works (PRWWTW): Phase 2B
Project Location:	Doornbult 624LS Farms [S 23° 47' 40.15" and E 29° 27' 17.16"]
Contract Number:	PM18 – 25/26
Project Funder:	Department of Water and Sanitation
Project Consultant (Employer's Agent):	ZAKUMI Consulting Engineers (PTY) LTD
Employer's Agent Representative (Engineer):	Talent Diotrefe BANDA (Dr)
Tender Clarification Date:	Tuesday, 02 nd June 2026
Tender Closing Date:	Friday, 17 th July 2026

ATTENDANCE AND APOLOGIES (STAKEHOLDERS ONLY):

PRESENT:	ORGANISATION:	CONTACT:	E-MAIL:
Dr. Talent Diotrefe BANDA (PE-ZCE)	ZAKUMI Consulting Engineers (ZCE)	+27 72 559 0403	diotrefe@zce.co.za
Mr. Ramaramela SEBAKA (PMU)	City of Polokwane (PLM)	+27 81 504 6971	sebakar@polokwane.gov.za
Mr. Moses KGOLE (MK-SCM)	City of Polokwane (PLM)	+27 81 390 7993	mosesk@polokwane.gov.za
Mr. Tebogo MPURU (TM-SCM) <i>PMU</i>	City of Polokwane (PLM)	+27 60 195 2836	tebogompu@polokwane.gov.za
Ms. Babalwa MOSOMANE (COO)	City of Polokwane (PLM)	+27 67 651 7265	babalwaM@polokwane.gov.za
Mr. Lerato MSIBI (PA-DBSA)	DBSA (Development Bank of Southern Africa)	+27 71 402 0658	LeratoM4@dbsa.org
APOLOGIES:	ORGANISATION:	CONTACT:	E-MAIL:
None.			

DISCUSSED ITEMS:

ITEM AND DESCRIPTION	ACTION, RESPONSIBLE PERSON
1. WELCOME: Mr. Moses KGOLE (MK-SCM) opened the meeting, and welcomed the attendees. Furthermore, MK-SCM requested everyone to populate their details on the attendance register and clearly state the company details.	MK-SCM
2. ATTENDANCE: MK-SCM circulated the attendance register, and everyone present completed their details. The stakeholders who attended the Tender Clarification Meeting are recorded in the table above, and the Attendance register is available and accessed through the Supply Chain Management Unit PLM.	All
3. APOLOGIES: None.	All
4. INTRODUCTION: All the Stakeholders in attendance introduced themselves, including their organisations and responsibilities.	All

TENDER CLARIFICATION MINUTES

City of Polokwane

Polokwane Regional Wastewater Treatment Works (PRWWTW): Phase 2B



ITEM AND DESCRIPTION	ACTION, RESPONSIBLE PERSON
5. PURPOSE OF THE MEETING: MK-SCM explained the Purpose of the meeting, which is to officially provide an open, transparent forum where the municipal and the Engineering Consultant unpacks the formal tender requirements and resolves any ambiguities before final bids are submitted.	MK-SCM
6. COMPLIANCE AND RESPONSIVENESS CRITERIA The Supply Chain Management team (MK-SCM) directly details the strict administrative rules to ensure bidders do not get disqualified on minor administrative and compliance technicalities. This includes a) clarifying mandatory returnable documents, such as CIDB grading or bidders' registration and legal details, b) detailing the single-envelope submission system, c) highlighting the Preferential Procurement Policy Framework Act (PPFA) scoring mechanisms for final selection and specific goals criteria. All these are contained on Tender Data, Evaluation Process and Criteria and Price and Specific goals (Page 10-40) of the Tender Document.	MK-SCM
7. SCOPE OF WORKS PE-ZCE explained that the Project focuses on the Construction, Operations and Maintenance of a New 20 Ml/day WWTW with BNR based on a CAS plant and the current contractor shall be appointed for construction of Civil, Mechanical, Electrical Infrastructure and Operating the plant which project is identified as Contract 2B. TDB explained the all the Process Units to be constructed including Inlet Work, Primary Settling Tanks (PSTs), BNR, Flow Division Chamber, Balancing Tank, Secondary Settling Tank, Maturation Ponds, Roads and Building works. All these are detailed under Part C3: Scope of Work in the tender document.	Project Engineer
PE-ZCE explained that bidders should price the tender according to the BOQ provided and indicate all the rates including Rate Only items using Black-Ink and handwritten BOQs. The electronic BOQ is only for calculations and balancing of the rates and should not be submitted with the tender document. The Project Engineer further highlighted that the bidders are expected to take full responsibility of the designs, even though the designs and specification are provided, and the BOQ rates should include such a responsibility. The project is 36 months, thus 24 months construction and 12 months operations and maintenance contract which is subject to renewal or extension.	Project Engineer
8. QUESTIONS AND ANSWER SESSION:	All
8.1. Does the Municipality have money to implement the project? Yes, the money is available, over the 36 months of the project, hence PLM is currently on market to procure the eligible Service Provider (Contractor) to execute the works.	MK-SCM
8.2. When does the Municipality plan to appoint a contractor? Immediately after closing the Municipality should start with the processes and should conclude the appointment processes before the 90-day tender validity expires.	MK-SCM
8.3. Does the Municipality have a staff component which must be trained on the operation to take over? The Contractor shall be provided with the Staff Complement prior to the commencement of the Operations Contract and these should be trained throughout the 12-months contract period.	MK-SCM
8.4. Volume 2 is missing from the set of drawings uploaded to the e-tender; is it an omission, or does it not exist? The Volume 2 shall be uploaded on the e-Tender Portal by Friday, 05 th June 2026 and the bidders should ensure that they have initialise all the documents and drawings, and return them together with the Bid Document.	PE-ZCE
8.5. For Civil works experience considered for concrete works, does it have to be specific to WWTW, or can it be for any kind of structure? The bidders are allowed to use experience from both water and sanitation project; thus, water and wastewater treatment works projects are acceptable as mentioned in the tender document.	PE-ZCE
8.6. Is the bond accepted for the bid? The Bid Guarantee on Page 19 is required and should be returned with the tender. However, the Performance Guarantee is not required at the moment and only applicable when the tender is	PE-ZCE

TENDER CLARIFICATION MINUTES

City of Polokwane

Polokwane Regional Wastewater Treatment Works (PRWWTW): Phase 2B



ITEM AND DESCRIPTION	ACTION, RESPONSIBLE PERSON
appointed, and only then the successful contractor shall be requested to provide a 10% equivalent Performance Guarantee.	
8.7. Value of the PI? Minimum PI insurance for Contractor and design Subcontractors is R 20 million and shall be maintained through the Defects Notification Period. Certificates of Insurance shall be provided before the Commencement Date and upon renewal of the contract (Page 145 of the tender document).	PE-ZCE
8.8. Value of the Performance Guarantee? Equivalent to 10% of the awarded Contract Price and shall remain in effect until the project is deem fit for purpose and signing of the Practical Completion Certificate.	PE-ZCE
8.9. What is the address for submission of bid documents? The Tender Box, Polokwane Municipality, Civic Centre, Landdros Mare Street, Polokwane as stated in the Tender Document, and please note that the Municipality is not responsible for documents lost or misplaced through carrier submissions. Ensure your carrier Agent places the bid documents in the correct Tender Box.	MK-SCM
8.10. Why do the quantities in the BOQ seem to be the same as those in the previously advertised tender for the same project? Was there any work done previously, and is it of acceptable standard? The Tender quantities are specified according to the requirements of the design provided and are correct, please complete as per the BOQ provided and the current BOQ has electrical, mechanical, operations and maintenance elements which were not part of the previous tender hence pay enough attention to the BOQ items.	PE-ZCE
8.11. What is the rate for local labourers? The current EPWP labour rate is R 191.62 per day; however, it shall be reviewed annually. The contract should ensure that the rest of the staff not employed through the EPWP programme should have the gazette minimum wages.	PE-ZCE
8.12. How will the submission be made, given that the bid document is thick and may not fit through the opening of the tender box? The security at the tender box will assist in placing the bid documents accordingly.	MK-SCM
8.13. There seems to be missing pages on the BOQ for the Building Works, Part E. The missing pages on Part E shall be uploaded on the e-Tender Portal by Friday, 05 th June 2026 and the bidders should ensure that they have included the items and pricing	PE-ZCE
9. SITE VISIT: The PE-ZCE explained that Site Visit is compulsory and all Bidders should attend the site meeting on Doornbult 624LS Farms [S 23° 47' 40.15" and E 29° 27' 17.16"].	Project Engineer
10. CLOSER: MK-SCM adjointed the Meeting at 12:28hrs, thanked everyone and all proceeded to the Site for further clarification.	MK-SCM

MINUTES OF THE TENDER CLARIFICATION MEETING

HELD ON TUESDAY, 02ND JUNE 2026

AT NEW PETER MOKABA STADIUM COMPLEX, EXECUTIVE LOUNGE, 1ST FLOOR

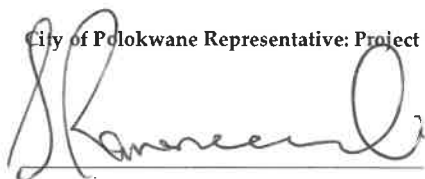
CONTRACT NUMBER: PM18 – 25/26

**CONSTRUCTION, OPERATIONS AND MAINTENANCE OF THE POLOKWANE REGIONAL
WASTEWATER TREATMENT WORKS (PRWWTW): PHASE 2B**

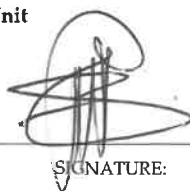
APPROVAL AND ACCEPTANCE OF THE MEETING MINUTES

The approved and signed minutes shall form part of the Procurement Documents.

City of Polokwane Representative: Project Management Unit



NAME:



SIGNATURE:

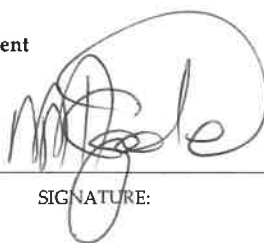
05/06/2026

DATE:

City of Polokwane Representative: Supply Chain Management



NAME:



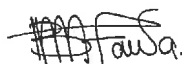
SIGNATURE:

05/06/2026

DATE:

Engineering Consultant Representative: Project Engineer

Dr. Talent Diotrefe BANDA



SIGNATURE:

Friday, 05th June 2026

DATE: