

MEETING MINUTES			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
251Q/2024/25/Minutes/001	09/05/2025	WATER AND SANITATION DEPARTMENT	Version: 3	Page 1 of 11
COMPILED BY: INOCENT MBUYANE		APPROVED BY: PPO		

TENDER NO. 251Q/2024/25		
Date: 9 May 2025		Time: 09h00-10h30m
		Venue: Royal Ascot Municipal Offices, Council Chambers
Type of Meeting	Clarification Meeting	
Employer	City of Cape Town	
Contractor	Various	
Contract Amount	N/A Contingencies: N/A	
Expenditure to date		
Contingencies spent to date	N/A	
Commencement date	N/A	
Time for completion	N/A	
Time extension granted	N/A	
Revised completion date		
1. Welcome	JK welcomed everyone in attendance to the tender clarification meeting.	
2. Approval of the Agenda	N/A	
3. Approval of Previous Minutes	N/A	
4. Matters arising from previous minutes	N/A	
Discussions		
5. Introduction		
	Discussion	Action
	- JK from the City of Cape Town opened the meeting, he confirmed that the City of Cape Town is the Client and Ingerop South Africa in association with BVi Consulting Engineers is the Employer's Agent. - An attendance register was circulated and everyone present was asked to ensure that they complete it clearly and legible with their relevant contact details. - Online attendees were requested to confirm their company name and contact details.	
6. Matters Arising		
	Discussion	Action
	N/A	
7. Tender Advert Details		
	Discussion	Action
	T1.1-Tender Notice and Invitation to Tender - Tender Advert Date: Friday, 25 April 2025 - Estimated CIDB Grading: 7CE or higher - Clarification Meeting: Friday, 9 May 2025 - Tender Closing Date: Thursday, 29 May 2025 at 10h00 - Tender Box And Address: Tender Box No. 204 Tender & Quotation Boxes Office 2nd Floor (Concourse Level) Civic Centre 12 Hertzog Boulevard Cape Town - Tender Charge: R 300.00 - Email For Queries: SCM.Tenders10@capetown.gov.za	

MEETING MINUTES			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
251Q/2024/25/Minutes/001	09/05/2025	WATER AND SANITATION DEPARTMENT	Version: 3	Page 2 of 11
COMPILED BY: INOCENT MBUYANE		APPROVED BY: PPO		

	T1.2 Tender Data (Tender Documents) - Volume 1: Drawings (listed in C3.2 Engineering) - Volume 2: The General Conditions of Contract for Construction Works, Third Edition, 2015 - Volume 3: SANS Standardised Specifications for Civil Engineering Construction	
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8. Background and Scope of Works

Discussion	Action
The City of Cape Town has identified the need to upgrade the existing Sanddrift East sewage pump station, situated in Montague Gardens, on erf 105727-RE which lies southwest of the Montague Drive and Bosmansdam Road intersection. A new pump station is required which will be fitted with new screening and pumping equipment to adequately deal with the current and future peak flow conditions and composition of incoming sewage. The Scope of Works will include but are not limited to the following under this contract: - Demolition of existing Sanddrift East Sewer Pump Station MCC building - Construction of new Sanddrift East Sewer Pump Station - Construction of new upstream screening chambers - Construction of new parking area with new security perimeter fence - Construction of new infall and outfall structures - Refurbishment of existing wet well sump repurposed to a sand trap - Connection to existing 560mm diameter HDPE rising main.	

9. Tender Data Eligibility Requirements (Tenderers Obligations C2)

Discussion		Action																
- 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. - Only those tenders that satisfy the following criteria will be declared responsive - C.2.1.4.1 Construction Industry Development Board (CIDB) Registered - C.2.1.4.2 Compliance with CCT SCM Policy and Procedures - C.2.1.4.3 Minimum Score for Functionality - C.2.1.4.5 Good Standing with Bargaining Council C.2.1.4.3 Minimum score for functionality <table><tr><th>Item No</th><th>Description of functionality criteria</th><th>Returnable Schedule to be completed</th><th>Maximum possible score</th></tr><tr><td>1</td><td>Tendering Entity Relevant Work Experience (Ec): Demonstrated experience of the tendering entity with respect to comparable projects;</td><td>10</td><td>50</td></tr><tr><td>2</td><td>Key Personnel Relevant Qualifications and Work Experience (Es): Qualifications and demonstrated experience of the key personnel with respect to the scope of work;</td><td>13</td><td>50</td></tr><tr><td colspan="2">Maximum possible score for Functionality (Ms)</td><td></td><td>100</td></tr></table>		Item No	Description of functionality criteria	Returnable Schedule to be completed	Maximum possible score	1	Tendering Entity Relevant Work Experience (Ec): Demonstrated experience of the tendering entity with respect to comparable projects;	10	50	2	Key Personnel Relevant Qualifications and Work Experience (Es): Qualifications and demonstrated experience of the key personnel with respect to the scope of work;	13	50	Maximum possible score for Functionality (Ms)			100	
Item No	Description of functionality criteria	Returnable Schedule to be completed	Maximum possible score															
1	Tendering Entity Relevant Work Experience (Ec): Demonstrated experience of the tendering entity with respect to comparable projects;	10	50															
2	Key Personnel Relevant Qualifications and Work Experience (Es): Qualifications and demonstrated experience of the key personnel with respect to the scope of work;	13	50															
Maximum possible score for Functionality (Ms)			100															

MEETING MINUTES			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
251Q/2024/25/Minutes/001	09/05/2025	WATER AND SANITATION DEPARTMENT	Version: 3	Page 3 of 11
COMPILED BY: INOCENT MBUYANE		APPROVED BY: PPO		

- The minimum score for functionality is **70** out of a maximum possible score of **100**.
- Returnable Schedules 10 and 13 are to be completed and will be used in the evaluation.
- Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.
- Minimum Score for Functionality - Tendering Entity (Maximum 50 Points)

Item No	Tendering Entity Relevant Work Experience	Points Awarded	Maximum possible score
1	Successfully completed sewer pump station construction project(s) in the last 10 years, exceeding 5.0m depth below ground and with design peak flow rate higher than 80l/s.	2 or more Projects = 50 Points	50 Points
		1 Project = 30 Points	
		0 Project = 0 Points	
2	Successfully completed in-situ cast reinforced concrete water retaining subsurface structure project(s) in the last 10 years (water, sewer, wastewater treatment works, treated effluent) with a minimum design capacity exceeding 80l/s.	2 or more Projects = 30 Points	30 Points
		1 Project = 20 Points	
		0 Project = 0 Points	

IM stated that all supporting evidence for the Tenderers Experience functionality criteria are to be submitted in Returnable Schedule 10. Tenderers may score points in both categories with cumulative sum not exceeding a maximum of 50 point.

- Minimum Score for Functionality - Key Personnel (Maximum 50 Points)

Contract Manager Qualifications and Work Experience		
Qualification (A minimum NQF level 6 tertiary qualification from a relevant national institution in Construction Management, Quantity Surveying, Civil Engineering or Building (or proven SAQA equivalent))	_____	
Experience as a full-time Contract Manager in successfully completed one (1) or more water and wastewater related civil infrastructure construction project(s) in the last 10 years with mechanical and electrical installation and a final combined contract value per project (incl. of VAT) of:	Points Awarded	Maximum possible score
R40 million and above	25 points	25 points
Equal or higher than R20 million	15 points	
Equal or higher than R10 million	10 points	
Less than R10 million	0 points	

MEETING MINUTES			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
251Q/2024/25/Minutes/001	09/05/2025	WATER AND SANITATION DEPARTMENT	Version: 3	Page 4 of 11
COMPILED BY: INOCENT MBUYANE		APPROVED BY: PPO		

Construction Manager (Site Agent) Qualifications and Work Experience Returnable Schedule		
Qualification (National Diploma or NQF level 6 (or proven SAQA equivalent) in Civil Engineering)		
Experience as full-time Construction Manager (Site Agent) on successfully completed project(s) in the last 10 years entailing the construction of underground reinforced concrete wastewater retaining structures with design capacity of 80 l/s or more.	Points Awarded	Maximum possible score
2 Projects	25 points	25 points
1 Projects	15 points	
0 Project (No relevant experience)	0 points	

IM stated that all supporting evidence for the Experience of Key Staff functionality criteria is to be submitted in Returnable Schedule 13.

C.2.8 Seek Clarification

- Queries relating to any issues in these documents may be addressed to the SCM Department via e-mail (SCM.Tenders10@capetown.gov.za)

C.2.12 Alternative tender offers

- If a tenderer wishes to submit an alternative tender offer, he shall do so in a separate sealed envelope on a separate Form of Offer, both clearly marked "Alternative Tender" in order to distinguish it from the main tender offer.

C.2.13 Submitting a tender offer

- Tenderers are to submit one (1) "ORIGINAL" tender offer and one (1) "COPY" of the tender. The "COPY" of the tender document shall include all returnable documents, and may exclude standard specification pages.
- If it is not possible to submit the original tender and the required copies (see C.2.13.3) in a single envelope, then the tenderer must seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY".
- Printed Bills of Quantities, in the same format (that is, layout, billed items and quantities) as those issued electronically by the Employer, may be submitted with the tender.
- Tenderers are alerted to the fact that electronic versions of the tender documents may not reflect any notices or addenda that amend the tender document.

C.2.16 Tender offer validity

- C.2.16.1 The tender offer validity period is 12 weeks (84 days).
- C.2.16.2 Bids shall remain valid for acceptance for a period of twelve (12) months after the expiry of the original validity period.

C.2.17 Clarification of tender offer after submission

- A tender will be rejected as non-responsive if the tenderer fails to provide any clarification or supporting documents requested by the Employer within the time for submission stated in the Employer's written request for such clarification or documents.

C.2.18.4 Compliance with Occupational Health and Safety Act, 85 of 1993

MEETING MINUTES			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
251Q/2024/25/Minutes/001	09/05/2025	WATER AND SANITATION DEPARTMENT	Version: 3	Page 5 of 11
COMPILED BY: INOCENT MBUYANE			APPROVED BY: PPO	

- The Tenderer shall be deemed to have read and fully understood the requirements of the Occupational Health and Safety Act (1993) and the Construction Regulations (2014) and to have allowed for all costs in compliance therewith.

C.2.23 Certificates

- The tenderer is required to submit the following:
 - C.2.23.1 Evidence of tax compliance - The tenderer must also provide its Tax Compliance Status PIN number on the Compulsory Enterprise Questionnaire.
 - C.2.23.2 Preference Points for Specific Goals - It is the responsibility of the tenderer to submit documentary proof, as either certificates, sworn affidavits or any other requirement prescribed in terms of the B-BBEE Act or any other legislation relevant for the points claimed for that specific goal.
 - C.2.24 Deviations and Qualifications - Where the tenderer cannot tender in all respects in accordance with the provisions contained in the tender documents, all deviations therefrom shall be clearly and separately listed in the schedule titled Deviations and Qualifications by Tenderer in T2.2 Returnable Schedules, or in a tenderer's covering letter expressly referenced in this schedule.

10. Tender Data (Employer's undertakings C3)

Discussion	Action
C.3.2 Issue Addenda • The Employer may issue addenda in writing that may amend or amplify the tender documents to each tenderer until one week before the tender closing time. C3.4 Opening of tender submissions • The Employer will announce at the meeting held immediately after the opening of tender submissions, the name of each tenderer whose tender offer is opened and, the amount of the bid and the preference indicated. C.3.8 Test for responsiveness • Each tender will be reviewed after opening and before detailed evaluation to determine whether each tender offer has been fully completed and signed, and is responsive to the other requirements of the tender documents. C.3.9 Arithmetical errors, omissions and discrepancies • Responsive tenders will be checked for discrepancies between amounts in words and amounts in figures, arithmetical errors and omissions. • In the event of tendered rates or lump sums being declared by the Employer to be unacceptable to it because they are not priced, either excessively low or high, or not in proper balance with other rates or lump sums, the Tenderer will have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by the Employer, but this shall be done without altering the tender offer in accordance with this clause. C.3.10 Clarification of a tender offer • The Employer may, after the closing date, request additional information or clarification from any tenderer, in writing on any matter affecting the evaluation of the tender offer. C.3.11 Evaluation of tender offers	

MEETING MINUTES			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
251Q/2024/25/Minutes/001	09/05/2025	WATER AND SANITATION DEPARTMENT	Version: 3	Page 6 of 11
COMPILED BY: INOCENT MBUYANE		APPROVED BY: PPO		

- The preference point system applicable to this tender will be either the 80/20 or 90/10 preference point system and the lowest acceptable tender will be used to determine the applicable preference point system.
- The tenderer must claim points for both the 80/20 and 90/10 preference point system, and indicate how they claim points for each preference point system

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Gender	3	5		
Race	3	5		
Disability	1	3		
Promotion of Micro and Small Enterprises	3	7		

C.3.11.4 Risk Analysis

- The Employer will perform a risk analysis in addition to compliance with regard to CIDB registration or any other requirements of the tender.

C.3.13 Acceptance of tender offer

- The Employer shall notify the successful tenderers in writing of the decision of the Employer's Bid Adjudication Committee to award the tender to the successful tenderer. The tenderers shall be notified of the 21-day appeal period.

C.3.19 Negotiations with preferred tenderers

- The Employer may negotiate the final terms of a contract with tenderers identified through a competitive tendering process as preferred tenderers.

11. Returnable Documents

Discussion	Action
Part C1: Agreements and Contract Data - C1.1 Form of Offer and Acceptance - C1.2 Contract Data (Data provided by the Contractor to be completed) - Special Materials Schedule - Advance Payment Schedule Part C2: Pricing Data - Part C2.2 Bills of Quantities Part C5: Returnable Schedules - C5.1 List of Returnable Documents - C5.2 Returnable Schedules	

12. Contract Data

Discussion	Action
Defect Liability Period : 12 Months	

MEETING MINUTES			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
251Q/2024/25/Minutes/001	09/05/2025	WATER AND SANITATION DEPARTMENT	Version: 3	Page 7 of 11
COMPILED BY: INOCENT MBUYANE			APPROVED BY: PPO	

- Time to Completion : 70 (seventy) weeks
- Penalties : R13 000 (Excl.VAT) per calendar day
- Latent Defects : 10 years
- Performance Guarantee : 7%
- Contract Price Adjustment : Yes
- Retention : 5%

Clause 5.3.1: The documentation required before commencement with Works execution

- a) Approved Health and Safety
- b) Initial programme (Clause 5.6)
- c) Security (Clause 6.2)
- d) Evidence of Insurance (Clause 8.6)
- e) Occupational Health and Safety
- f) Letter of good standing (clause 4.3)
- g) Protection of the Environment Declaration
- h) Bargaining Council Registration
- i) Construction Method Statements
- j) Wayleaves, as applicable

Clause 5.3.4 Construction Work Permit

- The Employer will apply to the Provincial Director of the Department of Labour for a construction work permit to perform the intended construction work after the appointment of the contractor has been finalised.

Clause 5.14.1 Requirements for Practical Completion

- All mechanical and electrical works must be completed and commissioned. The 28 days Trial and Operation Period must be successfully concluded with active flow from the new inlet works. All temporary works must be de-established and removed off site. All building and civil works must be completed. The site must be secured and fully accessible for the City of Cape Town's maintenance staff as intended.

Clause 5.8.1 Non-working days

- Non-working days are Sundays. Special non-working days are all gazetted public holidays and year-end break(s) not exceeding 18 working days in duration.

Clause 5.12.2.2 Normal Climatic Conditions

- The extension of time for which the Contractor may apply, shall be the cumulative sum of the monthly extensions. It shall be further noted that where the critical path is not affected, no extension of time for abnormal climatic conditions or for any other reason will be entertained.

Clause 6.8.2: Contract Price Adjustment

- The Contract Price shall be subject to contract price adjustment in accordance with Clause 6.8 of the General Conditions of Contract.
- Schedules A, B, C, D, E, F, H, I, and J shall be applicable for CPA calculation for general and civil works
- Schedules K, L, M, N, Q and R shall be applicable for CPA calculation for mechanical works
- Schedules O and P shall be applicable for CPA calculation for electrical works

MEETING MINUTES			 CITY OF CAPE TOWN ISIIXEKO SASEKAPA STAD KAAPSTAD	
251Q/2024/25/Minutes/001	09/05/2025	WATER AND SANITATION DEPARTMENT	Version: 3	Page 8 of 11
COMPILED BY: INOCENT MBUYANE		APPROVED BY: PPO		

	Clause 6.8.3 Special Materials - The base price as supplied by the tenderer at time of tender will be applied. Clause 6.8.5 Imported Plant and Materials - Adjustment for variations in the cost of plant and materials imported from outside of South Africa shall be based on the information contained in the schedule titled "Price Basis for Imported Resources". Clause 4.13 Contractor's Mechanical And Electrical Design - The Contractor shall carry out and be responsible for the design of the Mechanical and Electrical Works to the extent specified in the contract. The Contractor shall ensure that all design work to be undertaken by the Contractor or on behalf of the Contractor is undertaken by professionals registered with the relevant professional bodies related to their disciplines. Clause 7.10 Tests on Completion - The Contractor shall be responsible for providing all equipment for testing, making all arrangements and performing all specified tests.	
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13. Part C2: Pricing Data (Bills of Quantities C2.2)

Discussion		
	- Schedules A, B, C, D, E, F, H, I, and J : Civil Engineering Works - Schedules K, L, M, N, Q and R : Mechanical Works - Schedules O and P : Electrical Works - Item A6.4 Dewatering refers to clause PSD 8.8.6 - Item A6.5 Accommodation of traffic refers to clause PSA 8.8.2 - Item C3 Lateral Support refers to clause PSD 8.3.17 - Item A2.23: Site Security refers to clause PSA 8.4.5 - Complete Summary of Schedules of the priced Bills of Quantities and sign the declaration.	

14. Part C3: Scope of Work

Discussion		
	C3.1 Description Civil Works - Demolition of existing Sanddrift East Sewer Pump Station MCC building, parking area and fence - Construction of new pump station with MCC room and generator room - Construction of screening chamber, wet well and dry well - Construction of security kiosk and diversion chambers Temporary Works - Dewatering of deep excavations - Shoring during deep excavations - Traffic accommodation - Site Security	

MEETING MINUTES			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
251Q/2024/25/Minutes/001	09/05/2025	WATER AND SANITATION DEPARTMENT	Version: 3	Page 9 of 11
COMPILED BY: INOCENT MBUYANE		APPROVED BY: PPO		

C3.1 Description Mechanical Works • Installation of end-suction immersible pumps with variable speed-driven motors • Installation of suction and delivery pipework, new valves, non-return valves, air valves and flow meter. • Installation of mechanical rake screens with conveyors and washer/compactors • Installation of air conditioning and fresh air supply system • Installation of odour control unit C3.1 Description Mechanical Works • Installation of Motor Control Centre (MCC) equipped with VSD • Installation of sensors and instrumentation equipment • Installation of enclosed generator set with base tank and AMF panel • Installation of telemetry system C3.2 Engineering / Design • A professionally registered engineer/technologist (Pr Eng / Pr Tech Eng) who was the design lead for successfully completed pump station project comprising of mechanical and electrical design, where the construction value (incl. VAT) of the mechanical & electrical works portion was in excess of R 15 million. C3.5 Management • Wayleaves, Permissions and Permits • Health and Safety Specification • Environmental Management Plan • Community Liaison Officer • Participation of Targeted Labour : 0.5% • Participation of Targeted Enterprise : 0.0% C4 Site Information • Geotechnical Investigation Report included in annexures • Site office and stockpile location indicated • Site visit address 97 Fortuna Road, Sanddrift East Pump Station.		
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15. Questions

Discussion	Action
Any queries received via email will be addressed in a Notice to Tenderers and or Addendum. Question 1: Is the 70 (seventy) weeks time for achieving Practical Completion inclusive of the builder's break? No, the 70 weeks is exclusive of the builder's break as the builders' break is classified as special non-working days. The 70 weeks are the number of working days inclusive of the 14-day period referred to in Clause 5.3.2 below, and inclusive of non-working days referred to in Clause 5.8.1 below, but exclusive of special non-working days (Clause 5.8.1). Question 2: Is the 70 (seventy) weeks time for achieving Practical Completion inclusive of the 28-day Trial and Operation Period? Yes, the 28-day Trial and Operation Period included in the 70 weeks and is a requirement for achieving Practical Completion.	

MEETING MINUTES			 CITY OF CAPE TOWN ISIIXEKO SASEKAPA STAD KAAPSTAD	
251Q/2024/25/Minutes/001	09/05/2025	WATER AND SANITATION DEPARTMENT	Version: 3	Page 10 of 11
COMPILED BY: INOCENT MBUYANE		APPROVED BY: PPO		

Question 3: In terms of the tender submission, do you require the original tender document plus a copy?

Yes, if it is not possible to submit the original tender and the required copies (see C.2.13.3) in a single envelope, then the tenderer must seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY" in addition to the aforementioned tender submission details.

Question 4: Do we print out a completed Excel sheet that was issued, or do you require us to have it handwritten on the Bill of Quantities?

Tenderer can print out the Bill of Quantities, but take note that the onus is on the tenderer to make sure that if there addenda to the Bill of Quantities the replacement pages may not be included in the electronic Bill of Quantities. It is preferred if the Summary of Schedules and the Form of Offer is completed by hand.

Question 5: Please send us the drawing for shoring referred to in specification PSD clause 8.3.17.

The shoring drawing is included in the tender drawings set as drawing number 34676.01-201-02.

Question 6: Is there an Excel sheet of the Bill of Quantities?

Yes, the Bill of Quantities in Excel format will be circulated on tenderers request to Supply Chain Management. Tenderers to email SCM.Tenders10@capetown.gov.za to request a copy of the electronic BOQ. Tenderers to send proof of payment for the tender document in order to receive the electronic copy of the BOQ.

Question 7: When is the anticipated start date?

The CoCT procurement process needs to be concluded. The intention is to start around May or June 2026.

Question 8: Is it possible to arrange access to the site if you cannot make it today?

A second site visit can be arranged depending on the number of interested individuals. Interested parties are to forward request to Supply Chain Management.

Question 9: Is there a water and electricity supply present?

Contractor to arrange water at their expense, there is treated effluent in the vicinity of the construction area and site office.

Question 10: Will you be able to assist with a 3D Revit model of the pump station?

Yes, an online 3D Revit model viewer link will be made available for information purposes only.

<https://autode.sk/44BWq7k>

16. Closure

Discussion	Action
A site visit was held at the Sanddrift East Sewage Pump Station (97 Fortuna Road) on 9 May 2025 after the clarification meeting. IM closed the meeting at 10h20.	

MEETING MINUTES			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
251Q/2024/25/Minutes/001	09/05/2025	WATER AND SANITATION DEPARTMENT	Version: 3	Page 11 of 11
COMPILED BY: INOCENT MBUYANE		APPROVED BY: PPO		

17. Site Visit

	Discussion	Action
	CdJ opened the site visit meeting at 10h40. - The existing MCC and pump station were indicated and it was noted these need to remain active until the Trial and Operation Period commences. - It was noted that the new pump station electrical supply cable will be installed from a mini-substation on the open field along Greybeard Road up to a new metering kiosk installed on the security guardhouse. - The proposed site camp position was indicated and neighbours boundaries were pointed out. CdJ closed the site visit meeting at 11h00.	