

# TENDER NO. 276Q/2022/23



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

SCM - 662 | Approved by Branch Manager: 03/04/2020

Version: 6 | Page 1 of 237

## FRAMEWORK CONTRACT DOCUMENT (WINNER-TAKES-ALL TYPE)

FOR THE

### TERM TENDER FOR MECHANICAL AND ELECTRICAL MAINTENANCE AND FULL OPERATION OF THE EXISTING AIR-CONDITIONING INSTALLATIONS AT CAPE TOWN CIVIC CENTRE, TRANSPORT MANAGEMENT CENTRE, STRAND STREET CONCOURSE AND OTHER FACILITIES MANAGED BY FACILITIES MANAGEMENT

**Framework Contract Period:** Three Years from Commencement Date

**Works Projects:** Above R0 up to R10 000 000.00

## VOLUME 1: TENDERING PROCEDURES

**NOTE:**

- The Form of Offer and Acceptance (C1.1) is on **page 62** of this document
- Table 1: Tender preference claim (B-BBEE contribution) is on **page 60** of this document

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

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

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<b>General Tender Information</b>	
TENDER ADVERTISED	: 03 March 2023
CIDB CONTRACTOR GRADING DESIGNATION	: 7ME or higher
SITE VISIT/CLARIFICATION MEETING	: Wednesday 22nd March 2023 at 10:00 – 11:00 via Skype business. (Not compulsory, but strongly recommended)
VENUE FOR SITE VISIT/CLARIFICATION MEETING	: Skype Session will be scheduled by the Project Manager. Kindly contact <a href="mailto:mogammad.ismail@capetown.gov.za">mogammad.ismail@capetown.gov.za</a> prior to the site visit/clarification meeting date above for details or follow the link provided below to the join the meeting. <a href="https://meet.capetown.gov.za/mogammad.ismail/H1HMJ5LF">https://meet.capetown.gov.za/mogammad.ismail/H1HMJ5LF</a>
CLOSING DATE	: 06 April 2023
CLOSING TIME	: 10h00
TENDER BOX & ADDRESS	: <b>Tender Box 168</b> at the <b>Tender &amp; Quotation Box Office</b> , 2 <sup>nd</sup> 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'**

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## Part T1: Tendering procedures

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## **T1.1 Tender Notice and Invitation to Tender**

The CITY OF CAPE TOWN, DIRECTORATE: CORPORATE SERVICES, invites tenders for Tender No. 276Q/2022/23: **TERM TENDER FOR MECHANICAL AND ELECTRICAL MAINTENANCE AND FULL OPERATION OF THE EXISTING AIR-CONDITIONING INSTALLATIONS AT CAPE TOWN CIVIC CENTRE, TRANSPORT MANAGEMENT CENTRE, STRAND STREET CONCOURSE AND OTHER FACILITIES MANAGED BY FACILITIES MANAGEMENT.**

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 7MEor higher.

Preferences are offered to tenderers who tender in accordance with the Preferential Procurement Regulations and the City of Cape Town's Supply Chain Management Policy (SCM Policy). Furthermore, in terms of these Regulations and the SCM Policy, tenderers are required to meet the HDI and/or RDP specific goals

The physical address for collection of tender documents is:

**Tender Distribution Office**, 2<sup>nd</sup> Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.

Documents may be collected during working hours between 08:30 – 15:00 from **06 March 2023**.

A non-refundable tender fee of R300.00 is required on collection of the tender document by cash or EFT

Queries relating to any issues in these documents may be addressed to Mr M Ismail, e-mail [mogammad.ismail@capetown.gov.za](mailto: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](mailto:mogammad.ismail@capetown.gov.za) prior to site visit/clarification meeting date on the 22nd March 2023 starting at 10:00 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 06 April 2023**.

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.

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

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FACILITIES MANAGEMENT  
LOCALITY PLAN – SITE VISIT/CLARIFICATION MEETING VENUE**