


TENDER NO. 4Q/2022/23		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
SCM - 518	Approved by Branch Manager: 03/04/2020	Version: 5	Page 1 of 366

FRAMEWORK CONTRACT DOCUMENT (WINNER-TAKES-ALL TYPE)

FOR THE

TERM TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF BACKYARD SERVICES ON CITY RENTAL UNITS, CITYWIDE

CONTRACT PERIOD: 36 MONTHS

Works Orders: Above R0 and not exceed R4 000 000

VOLUME 1: TENDERING PROCEDURES

NOTE:

- The Form of Offer and Acceptance (C1.1) is on **page 34** of this document
- Table 1: Preference Schedule (B-BBEE contribution) is on **page 162** of this document

ISSUED BY:	COMPILED BY:	For official use.
DIRECTOR : HUMAN SETTLEMENTS: INFORMAL SETTLEMENTS UPGRADES CITY OF CAPE TOWN Tower Block, Civic Centre 12 Hertzog Boulevard CAPE TOWN 8001	HUMAN SETTLEMENTS DIRECTORATE: INFORMAL SETTLEMENTS UPGRADES: CITY OF CAPE TOWN Civic Centre 12 Hertzog Boulevard CAPE TOWN 8001	TENDER SERIAL No.:
		SIGNATURES OF CITY OFFICIALS AT TENDER OPENING
		1.
		2.
		3.

July 2022

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

CITY OF CAPE TOWN

DIRECTORATE HUMAN SETTLEMENTS: INFORMAL SETTLEMENTS UPGRADES

CONTRACT NO. 4Q/2022/23

TERM TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF BACKYARD SERVICES ON CITY RENTAL UNITS, CITYWIDE

General Tender Information

TENDER ADVERTISED	:	8 July 2022
CIDB CONTRACTOR GRADING DESIGNATION	:	6CE or higher
SITE VISIT/CLARIFICATION MEETING	:	11h00 on 21 July 2022 Via Skype link: page 2 (Non compulsory, but strongly recommended)
VENUE FOR SITE VISIT/CLARIFICATION MEETING	:	12 Hertzog Boulevard, Tower Block, Civic Centre, Cape Town, Big Boardroom, 2 ^{1st} Floor,
CLOSING DATE	:	11 August 2022
CLOSING TIME	:	10h00
TENDER BOX & ADDRESS	:	Tender Box 145 at the Tender & Quotation Box Office , 2 nd 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'

CITY OF CAPE TOWN

DIRECTORATE HUMAN SETTLEMENTS: INFORMAL SETTLEMENTS UPGRADES

CONTRACT NO. 4Q/2022/23

TERM TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF BACKYARD SERVICES ON CITY RENTAL UNITS, CITYWIDE

Contents	
Number	Heading
VOLUME 1	
The Tender	
Part T1: Tendering procedures	
T1.1	Tender Notice and Invitation to Tender
T1.2	Tender Data
VOLUME 2	
Part T2: Returnable documents	
T2.1	List of Returnable Documents
C1.1	Form of Offer and Acceptance
C1.2	Contract Data (data provided by the Contractor)
C2.2	Schedule of Rates (please see clause C.2.13.3)
T2.2	Returnable Schedules (please see clause C.2.13.3)
VOLUME 3	
Draft Contract	
Part C1: Agreements and Contract Data	
C1.2	Contract Data (data provided by the Employer)
C1.3	Form of Performance Guarantee
C1.4	Form of Advance Payment Guarantee – Not applicable
C1.5	Occupational Health and Safety Agreement
C1.6	Protection of the Environment Declaration
C1.7	Insurance Broker's Warranty
C1.8	Contract of Temporary Employment as Community Liaison Officer
C1.9	Works Order Acceptance/Refusal Notice
Part C2: Pricing data	
C2.1	Pricing Assumptions
Part C3: Scope of Work	
C3.1	Description of the Works
C3.2	Engineering
C3.3	Procurement
C3.4	Construction
C3.5	Management
C3.6	Annexes
Part C4: Site information	

Part T1: Tendering procedures

	Pages
T1.1 Tender Notice and Invitation to Tender.....	2 – 3
T1.2 Tender Data	4 – 30

CITY OF CAPE TOWN

DIRECTORATE HUMAN SETTLEMENTS: INFORMAL SETTLEMENTS UPGRADES

CONTRACT NO. 4Q/2022/23

TERM TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF BACKYARD SERVICES ON CITY RENTAL UNITS, CITYWIDE

T1.1 Tender Notice and Invitation to Tender

The **CITY OF CAPE TOWN**, INFORMAL SETTLEMENTS UPGRADES Department, invites tenders for Tender No. **4Q/2022/23 : TERM TENDER FOR SUPPLY, DELIVERY, INSTALLATIONS, RELATED MAINTENANCE AND REPAIRS OF BACKYARD SERVICES ON CITY RENTAL UNITS, CITYWIDE.**

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 6CE or higher.

Preferences are offered to tenderers who tender in accordance with the Preferential Procurement Regulations, 2017.

The physical address for collection of tender documents is:

Tender Distribution Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.

Documents may be collected during working hours between 08:30 – 15:00 from **8 July 2022**.

A non-refundable tender fee of R300.00 payable to the City of Cape Town by cash or EFT is required on collection of the tender documents.

Queries relating to any issues in these documents may be addressed to:
Mr Randell Marinus Tel No. 021 400 3423 email : Randell.Marinus@capetown.gov.za

The Employer's Information Officer who is responsible for overseeing questions in relation to data protection may be contacted at Popia@capetown.gov.za.

A non-compulsory but strongly recommended site visit/clarification meeting with representatives of the Employer will take place with the Employer's Representative and will be held via Skype **on 21 July 2022** starting at 11:00 at the following link: <https://meet.capetown.gov.za/randell.marinus/3N18L3VK>

The closing time for receipt of tenders is **10:00 on 11 August 2022**.

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.

POPIA: The City of Cape Town (City) respects the privacy rights of all persons who participate in the City's procurement procedures. All personal information of the bidder will be processed in accordance to the Protection of Personal Information Act 4 of 2013 (POPIA). Personal information of bidders will only be processed for purposes of tendering procedures and the associated processing operations, or, for any other legitimate purpose relating to City functions.

Personal information of City employees will only be processed for purposes of executing the obligations of the contract and the associated processing operations, or, for any other legitimate purpose relating to City and/or service provider functions.

All matters will be treated as confidential and in connection with the tender. You may use and copy the documents issued by the CCT only for the purpose of preparing and submitting a tender offer in response to the invitation.

By submitting a tender to the City of Cape Town, (and by concluding any ensuing related agreement with the City of Cape Town, if applicable), the Tenderer thereby acknowledges and unconditionally agrees:

- 1.1.1. that the tenderer has been informed of the purpose of the collection and processing of its personal information as defined in the Protection of Personal Information Act of 2013 ("POPIA"), which, for the avoidance of doubt is for, and in relation to, the tender process and the negotiation, conclusion, performance and enforcement of the ensuing agreement, if applicable, as well as for the City of Cape Town's reporting purposes;
- 1.2 to the collection and processing of the tenderer's personal information by the City of Cape Town and agrees to make available to the City of Cape Town, all information reasonably required by the City of Cape Town for the above purposes;
- 1.3 that the personal information the City of Cape Town collects from the tenderer or about the tenderer may be further processed for other activities and/or purposes which are lawful, reasonable, relevant and not excessive in relation to the purposes set out above, for which it was originally collected;
- 1.4 that, the tenderer indemnifies the City of Cape Town and its officials, employees, and directors and undertakes to keep the City of Cape Town and its officials, employees, and directors indemnified in respect of any claim, loss, demands, liability, costs and expenses of whatsoever nature which may be made against the City of Cape Town (including the costs incurred in defending or contesting any such claim) in relation to the tenderer or the tenderer's employees', representatives' and/or sub-contractors' non-compliance with POPIA and/or the City of Cape Town's failure to obtain the tenderer's consent or to notify the tenderer of the reason for the processing of the tenderer's personal information;
- 1.5 to the disclosure of the tenderer's personal information by the City of Cape Town to any third party, where the City of Cape Town has a legal or contractual obligation to disclose such personal information to the third party (or a legitimate interest exists therein);
- 1.6 that, under POPIA, the tenderer may request to access, confirm, request the correction, destruction, or deletion of, or request a description of, personal information held by the City of Cape Town in relation to you, subject to applicable law; and
- 1.7 that under POPIA, subject to applicable law, the tenderer also has the right to be notified of a personal information breach and the right to object to, or restrict, the City of Cape Town's processing of its personal information.