

TENDER NO: 338C/2022/23	
DESCRIPTION: Term Tender for the Provision of Professional Services for Planning, Engineering, Design and Project Management for the Establishment of Telecommunications Infrastructure	
MEETING CALLED BY: SCM on behalf of Communications – Information System and Technology (IST)	
SESSION DATE:	03 May 2023
SESSION TIME:	09:00a.m – 10:00a.m
SESSION VENUE:	Skype Meeting
SESSION TYPE:	Non- Compulsory Briefing Session
FACILITATOR(S)	Chris Mtatsi


NAME AND SURNAME	REPRESENTING
Chris Mtatsi	IS&T
Keikenametsi Ntaba	SCM
Nonceba Gxavu	IS&T
Liz Hollander	IS&T
Sikhulule Mbekeni	SCM

a) Welcome, Introduction – Tender Document by Chris Mtatsi

Chris Mtatsi, from City of Cape Town Information System & Technology Department. He briefly highlighted the purpose of the meeting and advised that this is a Non- Compulsory Briefing Session and therefore all bidders who would like to submit a bid for this project may do so even those that are not part of the meeting. Bidders were requested to provide their names, surnames, email addresses and the company names that they are representing on the IM box. The minutes of the meeting and a presentation will be sent out to the public.

General Tender Information

- Tender was advertised on the 14 April 2023 and it will close on the 18 May 2023 at 10:00 a.m. Tenderers to quote Box 165 for their submissions. They were advised that they are allowed to submit their tender documents before the closing date, and they don't have to wait for the 18 May 2023 at 10:00 as they may encounter any difficulties with making it on time. Tenderers to note that if a tender is received a minute after 10:00 a.m., it will be recorded as a late tender and it will not be evaluated.
- Potential bidders were advised to adhere to communication protocol provided on the tender document and should only communicate in writing to the City representative, **Chris Mtatsi** using the contact details provided in the tender document.
- Tender collection – tenders to be collected at the address at the address provided on the tender document (Tender & Quotation Box Office, 2nd Floor, Concourse Level) Civic Centre, 12 Hertzog Boulevard, Cape Town). The City does not provide the doft copy and tender fee is R250.

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<p style="text-align: center;">CORC: INFORMATION SYSTEMS & TECHNOLOGY</p>	<p style="text-align: right;">Page 2</p>

Tendering Procedures

- Mandatory information that must be submitted with the tender in order for a tenderer to be declared responsive and they need to be submitted together with the tender document.
- There are three (3) types of skills that are required and they must be registered with the Professional Body. The status of each Key Personnel must be in active status in time of submission. For Senior project Manager they are more than one recognised Professional Bodies thereof they tenderers are required to provide at least one of those & also indicate the status of the registration.

Key Personnel Required

- Civil Engineering - they must be registered with Engineering Council of South Africa (ECSA).
- Electrical Engineering - they must be registered with Engineering Council of South Africa (ECSA).
- Senoir Project Manager – they must be recognised Professional Body (e.g. SACPCMP, PMSA, PMI etc).

Functionality Scoring


- Tenderes will be evaluated on functionality scoring & all three (3) key personnel also form part of the functionality scoring.
- The CV's of key personnels must be submitted with tender submission and it must reflect the following information (Personal Details, EducationQualifications, Active Membership of Professional Organisations and Instructions, Work Experience (it must include start and end date of all employment.), and Key Project Experience.
- Track Record – it must show the evience of previously completed large scale engineering projects. The large scale projects are any projects which exceeds R100 mil.
- The minimum score for functionality is 36/60 points in order for a tenderer to be declared responsive for functionality .

Preference Points

- This is a 90/10 tender meaning that 90% of it is based on price and 10% of it is based on preference points.
- There are four (4) categories that are used under the preference points:
 - Gender – maximum of 2.5 points.
 - Race – maximum of 2.5 points.
 - Disability – maximum of 2.5 points
 - Micro & Small Business – maximum of 2.5 points.
- The total points for preference points is 10.

Pricing

- Pricing forms part of the 25 returnable schedules and its under Schedule A.
- All schedules to be completed in fully and be submitted with a tender document on the date of tender closing.

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- There are 34 key Skills to be provided for schedule A & a tenderer is required to provide a rate for each skill per hour for all three (3) years.
- The City of Cape Town will re-imburse the travelling expenses for the Engineering, planning and construction staff. The re-imbursement will be determined as per the SARS travelling rate.

Scope of Work

- The successful tenderer will be expected to provide the City with professional, engineering & technical skills in the telecommunications infrastructure fields. The engineering services & telecommunications OSP & Fibre installation (fibre route construction projects).
- Service provider will also be responsible for other additional services.

	Question	Response	Responding Entity	Response Date
	in your functionality section, you referred to large projects as being above R100 mil but in Schedule 14A it refers to large projects being larger than R150 mil?	the large projects must be larger than R150 mil. a Notice will be issued out to correct that under functionality.	IS&T	03 May 2023
	please explain how does it work for preference points as for example Gender is says more than 50% women ownership you've got 5 points and less than 50% women ownership you've got 2.5 but your maximum points it's 2.5. please expand how does it work?	there was an error made because it's a total of 10 points, meaning that the maximum points allocated for each category must sum up to a total of 10 points. So if you look under gender – more than 50% women ownership should have a maximum of 2.5 points, less than 50% women ownership must be less than 2.5 points. A notice will be issued out with the corrections.	SCM	03 May 2023
	Is the type of disability listed on the IDP government Gazzatte document?	No, anything that is classified as disability will be accepted.	SCM	03 May 2023
	So where can we find the list of that disability?	The City will issue out the Procurement Preferential Procedure Guidelines with clear explanation.	SCM	03 May 2023

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	The form of offer refers to a tender price that we need to submit but the pricing schedule refers to hourly rates. Please explain how that will be made up w, where does the price come from?	The price is under Schedule A, where you have a table indicating the skills that are required. They are about 34 of them.	IS&T	03 May 2023
	Do we need to complete the form of offer once the bid is accepted or during tender completion stage?	The form of is a standard document which forms part of tender document so you need to complete the pricing schedule (Schedule A) as per the requirements. The form of offer will form part of the contract for the successful tenderer. The MOA will be amended as such.	IS&T	03 May 2023
	Do we need to sign it now or is can be signed at a contract stage.	You need to complete & sign but it will be reviewed when the Memorandum of Agreement (MOA) is done if the tenderer is successful.	IS&T	03 May 2023
	You have mentioned that they will be an end date in terms of when the tenderers asking questions to the City. What is the end date prior to tender closing?	Tenderers have until seven (7) days before tender closing to ask questions. They need to make use of the email address provided on the tender document.	SCM	03 May 2023

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MEETING ADJOURNED @ 10:00 a.m.

I Nonceba Gxavu, the chairperson of the Briefing Meeting, confirm the above minutes are correct and a true reflection of the discussions at meeting.

SIGNATURE OF THE CHAIRPERSON: _____
(in consultation with attendees of the briefing)

DATE: _____

