



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

TENDER 253S/2024/25

**Validation and verification of City of Cape Town's Greenhouse Gas
NGER/SAGERS municipal operations emissions report.**

DATE & TIME: 7 May 2025 - 10H00

ONLINE: MS TEAMS MEETING via the tender document

Meeting content	
No	Meeting notes
1.	Welcome and Attendance <u>Team introductions</u> The meeting started at 10:20. External parties to City of Cape Town used a the link on the Tender document and internal staff used a link set up by the chair (which was used to provide the link for the tender document), however these two links were somewhat different which created confusion of two meeting rooms – therefore there was a delay with the start of the session. The Meeting was chaired and facilitated by Priscilla de Comarmond: Head: Resource Data Programs and Project Development, Data Management and Integration Platforms branch, Sustainable Energy Markets Department, Energy Directorate. Priscilla introduced members from the CCT and allowed the opportunity for external representatives to write the name and details within the MS chat section, in order to be captured within the attendance register.
2.	Agenda and Overview of the Session The content of this meeting is to provide an overview of 253S/2024/25 tender and provide any further clarifications where required. This session is a non-compulsory session and will not share any new or additional information of the tender. Critical elements of the tender document will be highlighted. Participants will be allowed to ask questions at the end of the session. The PowerPoint will be circulated to all bidders and will contain information on the SCM process and the Supplier Development Program. Everyone to provide their contact details in the online MS Teams chat box that will be documented in the attendee list.
3.	SCM Process 1. <u>Summary of tender process outlined – see tender document and presentation for flow diagram</u> a. Tender number: 253S/2024/25 b. Tender description: Validation and verification of City of Cape Town's Greenhouse Gas NGER/SAGERS municipal operations emissions report. c. Tender advertised on 25 April 2025 d. Tender officially closes on 29 May 2025 @10h00 am. e. All physical tenders must be submitted in tender box 189, second floor Cape Town Civic Centre. This information is provided in the tender document. f. Post submission, all bids will be evaluated by the Bid Evaluation Committee (BEC) to evaluate responsiveness after which a report will be submitted to the Bid Adjudication

	Committee (BAC) to make a decision on the award. g. All bidders will be informed of the selected bidder this will be followed by a 21 day appeal period. h. The aim is to award the project to a service provider by the end of 2025 (time frames cannot be guaranteed). 2. <u>Supplier Development Programs</u> This platform is geared towards supporting bidders and those who wish to do business with the City of Cape Town (CCT). All bidders should contact them should they need any assistance especially with regards to understanding the CCT bidding process, tender documents and pricing. Please make contact with The Business Hub via their email address or phone call. Visit: https://www.investcapetown.com/news-events/business-events/ Contact details: Business.Support@capetown.gov.za or call 021 417 4043
4.	The Tender
	Clarification queries about the tender can be sent to the mentioned email address in the tender document. 253S/2024/25 3. <u>2.1.7 & 2.1.8 CCT & CSD registration</u> a. Potential tenderers will need to be registered on the City of Cape Town Supplier Database if appointed – it is recommended for bidder to register on the system. 4. <u>2.2.1.1.4 Eligibility Criteria</u> a. To be appointed, companies must be eligible assessors based on the published list from Department of Forestry, Fisheries and the Environment (DFFE) as indicated in the tender document. Updates to the published list will be considered up to the date of the closing of the tender advert. b. CCT reports on three categories of activities; a single tenderer will be appointed for all 3 categories of activities – this also forms part of the eligibility criteria. 5. <u>2.2.1.1.5 Functionality</u> a. Project proposal to be submitted with a max of 15 pages. b. Minimum score to achieve responsiveness for functionality is 70 out of 100. c. Additional information is available in the tender document, and on the CCT Open Data Portal accessible via links provided in tender document d. Detail on functionality scoring is provided in this section e. Required information described in this section should be provided in the submitted proposal 6. <u>2.3.10.3 Price and preference</u> a. The tender is scored in the 80/20 Price and Preference scoring system. b. Tenderers should self-score on preference points based on the guidelines in Table B1 of the tender document c. To maximize on the 20 allocated points on this preference section, the document and evidence must be submitted for the required scoring.
5.	The Contract
	7. <u>Forms to complete: C1-C4 where applicable</u> 8. <u>C4: Pricing schedule</u> a. Pricing schedule to be completed in full and pricing instruction to be followed accordingly.

	b. Price by year and by work package, excl and incl VAT for Y1, Y2, Y3. c. Total project sum with and without VAT to be completed accordingly d. Price on all items to be considered responsive. e. Phase breakdown by costs and a breakdown by task and resources, itemized cost to be submitted. As explained in Section 5.1 9. <u>C5: Specification</u> a. It is a statutory requirement for CCT to report greenhouse gas emissions as per the National Greenhouse Gas Emissions Regulations (NGER) 2017, amended in 2020 b. National government has requested that CCT validate and verify its latest emissions report c. The scope of work to be conducted is guided by the: - Government gazetted notice: Methodological Guidelines for Quantification of Greenhouse Gas Emissions (October 2022), and - Government gazetted notice: Technical Guidelines for the Validation and Verification of Greenhouse Gas Emissions (November 2021) d. CCT's latest approved GHG data for activities: energy production, managed waste disposal sites, and domestic wastewater treatment (2022 and 2023 activity) is available via links supplied in the tender document. e. Further CCT activity data can also be found in the City of Cape Town State of Energy and Carbon 2021 report annexures. f. SANAS accreditation by 2027 – Service provider should ensure SANAS accreditation is obtained by date prescribed by DFFE in order to continue future work packages g. Roles and responsibilities of the Assessor are outlined in the DFFE technical guidelines for the validation and verification of greenhouse gas emissions h. Costing for the Independent Reviewer that the Assessor will appoint should be included in the costing schedule when tendering. i. Tenderers to take note of the different work packages and the periods in which they are to take place j. Work Package 1 comprises full verification of CCT emissions report for most recent activities report, reporting cycle year 1 of the contract. k. Work Package 2 comprises of a verification of CCT emissions report before submitting report to DFFE by 31 March, reporting cycle year 2 of the contract. l. Work Package 3 is full verification of CCT emissions report on activities before submission to DFFE by 31 March, reporting cycle year 3 of the contract. m. In addition to DFFE verification process requirements, project documentation, close out report and handover will be provided to CCT. 10. <u>C6: Special conditions</u> a. Insurance should meet minimum requirements & be provided by approved financial institutions (pg 69 of tender document) b. Penalties will apply in the case of delay in execution of work. 11. <u>C6: Special conditions</u> c. Tenderer to read through all clauses within the tender document to ensure they are all fully understood.
6.	Annexures and Schedules
	a. Complete all sections of the returnable documents for the hardcopy submission, where applicable. b. Schedule F4: Points for Specific Goals – where points are allocated ensure adequate and

	efficient evidence is submitted (pg 74)
7	Questions and responses
	No questions or responses were raised.

Chairperson: *Pde Comarmond*
13/05/2025

Meeting adjourned @11:11 am