

**TENDER BRIEFING / CLARIFICATION SESSION****MINUTES**CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

CORC: INFORMATION SYSTEMS &amp; TECHNOLOGY

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**TENDER NO: 337S/2021/22****DESCRIPTION: Supply of Geospatial Services (Aerial Mapping, Aerial LiDAR, Oblique Aerial Photography and 3D Modelling)****MEETING CALLED BY: SCM on behalf of IKM – Information & Knowledge Management**

<b>SESSION DATE:</b>	<b>06 June 2022</b>
<b>SESSION TIME:</b>	<b>11:00a.m – 12:00p.m</b>
<b>SESSION VENUE:</b>	<b>City of Cape Town offices, Keller House 4<sup>th</sup> floor Boardroom, 121 Loop Street (cnr Wale Street and Loop Street), Cape Town, 8001.</b>
<b>SESSION TYPE:</b>	<b>Non- Compulsory Briefing Session</b>
<b>FACILITATOR(S)</b>	<b>Lihle Cetywayo, Lara Rottcher, Thomas Reiner;</b>

<b>NAME AND SURNAME</b>	<b>REPRESENTING</b>
Lihle Cetywayo	CoCT – SCM
Keikenametsi Ntaba	CoCT – SCM
Lara Rottcher	CoCT – I&KM
Thomas Reiner	CoCT – I&KM
Khumeleni Makungo	CoCT – I&KM
Mark Lewis	CoCT – Valuations
Brian Pharo	CoCT – Valuations
Melanie Cairns	CoCT – Valuations
W. Timmerman	ACS
A. Oberholzer	ACS
C. Tanner	AAM Geomatics

**a) Welcome, Introduction – Tender Document /Lihle Cetywayo**

The chairperson, Lihle Cetywayo, from City of Cape Town Supply Chain Management Department welcomed everyone present and introduced herself and allowed everyone present to introduce themselves. She briefly highlighted the purpose of the meeting and advised that this was a Non- Compulsory Briefing Session and therefore all bidders who would like to submit a bid for this project may do so. The register was circulated and all present have signed it.

<p style="text-align: center;"><b>TENDER BRIEFING / CLARIFICATION SESSION</b></p> <p style="text-align: center;"><b>MINUTES</b></p>	 <p>CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD</p>
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- A notice will be issued out to correct an error of the financial year on the first page of the tender document to read as 337S/2021/22.
- Contract Period: from commencement date until 30 June 2026, it's a 3 years' period;
- Tender was advertised on the 20 May 2022 and will close on the 20 June 2022 at 10:00 am. Tender submission to be submitted in the correct box number 153. Tender document is available at Civic Centre, 2<sup>nd</sup> Floor for purchase at an amount of R200;
- Potential bidders were advised to adhere to communication protocol provided on the tender document and preferable should only communicate in writing to the City representative, **Lara Rottcher** using contact details provided in the tender document;
- For all tender related questions bidders should send them to the City representative and the City will respond to them accordingly, tenderers were advised that the City will respond to any tender related questions until seven (7) days before tender closing;
- Procurement procedure: it is the intention of the City of Cape Town to appoint a main and standby for each section;
- Tender consists of 4 sections which will be evaluated individually and an award will be per section, but note that a tender can be awarded to more than one section depending on the price ranking;
- Tenderers can tender for any section they wish to, they are not obliged to tender for all 4 sections;
- A standby will only be used if the main has contractual commitments that they cannot meet, only in that instance;
- Potential tenderers were advised to go through clause 2.2.1.1.3 as that it consists of additional requirements and it speaks to each section;
- In terms of evaluation, tenderers will be assessed based on functionality and the minimum score is 56 points (70%) out of a maximum of 80 points (100%); The City will look at the Aerial Acquisition Industry and Photogrammetry experience, Project related experience and Project team. For Project team tenderers to submit the CVs, qualifications and proof of registration relevant to this tender; all that information to be attached in Schedule 15C. Tenderers were advised to make sure that they submit all relevant information and/or supporting documents to help committee when evaluating their bids;
- Local content and pre- qualification is not applicable to this tender and samples are also not required;
- PPPFA – its 80/20 preference points and tenderers are to ensure that they submit a valid BBBEE certificate by close of tender for them to be able to claim BBBEE points. Schedule 3 to be completed;
- **Volume 2:** consists of all returnable schedules that needs to be fully completed and signed by tenderers;
- Form of offer must be signed by the duly delegated person, if this is given to any person other than a director or head there must be a letter of authorisation, authorising that person to complete the tender document and sign the form of offer; the letter must be attached to the tender submission;
- Price schedule: tenderers to quote fixed rates for all three (3) years that are not subject to adjustment except as otherwise provided for in clause 17 of the Conditions of Contract and as amplified in the Special Conditions of Contract. No CPA is applicable to this tender;
- Tenderers to complete pricing in full for all the sections they wish to tender for and no amendments may be done on the price schedule and if tenderers pick up any errors they need to liaise with Lara Rottcher before completing the document. Tenderers were advised to go through the pricing instructions before completing their tender documents;

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- Schedule 1 – to be completed by tenderers that are tendering as a joint venture and if not they need to indicate that is not applicable and sign at the end. If tendering as a JV, please submit your joint venture agreement;
- Schedules 2, 3 4, 5, 6 7 and 9 to be fully and signed;
- Schedules 8, 10, 11 & 12 are not applicable;
- Schedule 13 – a schedule where you attach a list of all your supporting documents provided;
- Schedule 14 – to list all notices received that were issued out;
- Schedule 15 – tenderers to attach all supporting documents that will enable the City to evaluate them for functionality.

#### b) Technical Specification – Lara Rottcher

### Purpose of the tender

- ☐ Eligibility Criteria (page 8): Emphasised that tenderers must return all schedules that need to be returned and they must be fully completed and signed, unless a schedule specifically states 'not applicable'.
- ☐ Additional requirements (page 9) pertaining to the compliance of specifications for section 1, 2, 3 & 4 which align to price schedule sections. Tenderers are to read this carefully for each section they wish to tender for.
- ☐ Tender consists of 4 sections.
- ☐ Mandatory requirements covers all documents and information needed for both functionality scoring and fulfilling the required specifications. So tenderers need to submit all documents to provide proof so that we are able to score you for functionality, such as CV's, registrations, qualifications and company profile. This information is to be attached in schedule 15. Furthermore, they need to attach anything that shows they can meet the specifications as required by the City.
- ☐ When attaching the document, tenderers need to list them in the order that they are attached as this will make it easier to find the documents required for scoring. The documents attached must be listed in the returnable schedule: List of Other Documents Attached by Tenderer (pg 55).
- ☐ Functionality is applicable to this tender and there is only one functional score for all 4 sections.
- ☐ Project experience is very important and it must be relevant experience for the last 5 years. Name of the project, project details, project date, and project value.
- ☐ Price schedule: the prices quoted must include all foreseen expenses, if you think there will be flight and accommodation that will need to be paid for, this must be included in the price quoted.
- ☐ Tenderers to provide fixed rates and prices for the duration of the contract.
- ☐ Points for price will be evaluated for the main items of each section. Tenderers must complete all Optional Extras per section. However, for the purpose of evaluation, the prices for all Optional Extras items will not be evaluated.
- ☐ This tender comprises of 4 sections which will be individually evaluated and awarded. The tenderer may choose any section(s) of their choice but must ensure that they complete all the items provided in that section.
- ☐ Within each section we have main items and additional items that are deemed optional extras.
- ☐ Tenderers will be evaluated only on main items and not on additional items. For example, if you

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are tendering for section 3, only item 3.1. being the main item, will be evaluated in terms of a tender. The optional extra, item 3.2, is optional for the City and not for tenderers. Therefore, if you tender for section 3 you must provide prices for all items under section 3, because if there's a budget for it, it will be ordered.

- ☐ Optional extras will be engaged if the City has an extra funding.
- ☐ Unit of measure – where prices are given in the unit of measure column, prices to be tendered in accordance with the units specified in that section.
- ☐ Lara Rottcher went in detail through the technical specification and explained relevant and important details.

#### c) General Comments – Thomas Reiner

- ☐ Tenderers must double check their tender submission before submitting to ensure that all returnable schedules are fully completed and signed.
- ☐ Normally the annual flying season is between November and February and tenderers must note that Cape Town is a difficult area to capture. Firstly, there is Table Mountain in the middle of the capture area and also the coastline needs to be taken into account. Secondly the Cape Town Air Traffic Control centre, from experience is a huge challenge, and tenderers are made aware that there will be flying delays due to not obtaining flying permission from ATC. Also weather is a factor and there will be field fires from beginning of February causing capture delays. Imagery with clouds and excessive smoke will need to be reflown at the contractors own expense. Tenderers are made aware that the City of Cape will undertake a comprehensive Quality Control of all data received.
- ☐ The data is to be delivered on non-returnable harddrives which can be up to 20 harddrives per annum, leading to a cost factor of R20000 per annum.

#### MEETING ADJOURNED @ 12:00 p.m.

I, 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: \_\_\_\_\_

DATE:

(in consultation with attendees of the briefing meeting)