



## MINUTES OF THE CLARIFICATION MEETING FOR TENDER 138Q/2022/23

Held on 29 September 2022, Atlantis Investment Facilitation Office

### COCT ATTENDEES

NAME	INITIALS	DESIGNATION
Jodie Bosch	JB	AIFO: CCT
Dumisani Chabalala	DC	SPO: GDMEE Tenders and Contracts
Kyle Williamson	KW	AIFO: CCT
Marlyn Hendricks	MH	SPO: GDMEE
Gerschwin Williams	GW	AIFO: CCT
Uwe Kuepker	UK	Contractor: SEM
Shane Prins	SP	Manager: GDMEE
Bashkaran Vandeyar	BV	Head: Green Energy
W van der Toorn	WvdT	Element Consulting
Pieter Rossouw	PR	Element Consulting
Charl Fourie	CF	Element Consulting/Eyabantu

### EXTERNAL ATTENDEES

NAME	INITIALS	COMPANY	EMAIL ADDRESS
Daniel Lombard		Haw and Inglis	<a href="mailto:tenders@hiconstruction.co.za">tenders@hiconstruction.co.za</a>
David John Mouton		Impower	<a href="mailto:djm@impower.solar">djm@impower.solar</a>
Grabriel Kroes		Impower	<a href="mailto:grabriel@impower.solar">grabriel@impower.solar</a>
H.A.R van Niekerk		VE Reticulation	<a href="mailto:maans@vereticulation.co.za">maans@vereticulation.co.za</a>
Barend Smit		Optipower	<a href="mailto:barends@optipower.co.za">barends@optipower.co.za</a>
Premesh Narismula		Yellow Rose	<a href="mailto:premeshn@mweb.co.za">premeshn@mweb.co.za</a>
Martin van Staden		Motla Renewable	<a href="mailto:martins@motla.co.za">martins@motla.co.za</a>
Gareth Smith		Tractionel	<a href="mailto:gareths@traction.co.za">gareths@traction.co.za</a>
Jacques Bezuidenijout		Terrastruc	<a href="mailto:Jacques.b@terrastruc.co.za">Jacques.b@terrastruc.co.za</a>
Shane Ballantyre		Brand Besamandla	<a href="mailto:shanc@brandsa.com">shanc@brandsa.com</a>
Francois Marshall		Brand Besamandla	<a href="mailto:francoism@brandsa.com">francoism@brandsa.com</a>
Jaco van Rensburg		Son Fabrik	<a href="mailto:Jaco@sonfabrik.co.za">Jaco@sonfabrik.co.za</a>
Johan Groenewald		Lesedi	<a href="mailto:Johan.groenewald@lesedins.co.za">Johan.groenewald@lesedins.co.za</a>
Ruan van der Walt		RWK	<a href="mailto:Ruan@rwkelectrical.com">Ruan@rwkelectrical.com</a>
John Fox		Maritz Electrical	<a href="mailto:tenders@jtm.co.za">tenders@jtm.co.za</a> / <a href="mailto:john@jtm.co.za">john@jtm.co.za</a>
Ben van Niekerk		XON Systems	<a href="mailto:ben@nec.xon.co.za">ben@nec.xon.co.za</a>
A Botes		EP Power	<a href="mailto:awieb@energypartners.co.za">awieb@energypartners.co.za</a>
Jerome Weber		Betafence	<a href="mailto:Jerome.weber@proesidiad.com">Jerome.weber@proesidiad.com</a>
Keagan Thome		Bona	<a href="mailto:tenders@basixgroup.co.za">tenders@basixgroup.co.za</a>

Francois Matthee		Fuel-Link	<a href="mailto:francois@fuel-link.co.za">francois@fuel-link.co.za</a>	
Charlie Berrington		Alt-e Dev	<a href="mailto:Charlie@alt-e.co.za">Charlie@alt-e.co.za</a>	
Tshegofalang Mosiane		Royal Haskoning	<a href="mailto:Tshegofalang.Mosiane@rhdhv.com">Tshegofalang.Mosiane@rhdhv.com</a>	
Max Chante		Xahamba Engineering	<a href="mailto:admin@xahumba.co.za">admin@xahumba.co.za</a>	
John Mokoene		Doorman Projects	<a href="mailto:Johnmkn61@gmail.com">Johnmkn61@gmail.com</a>	

ITEM NO.	SUBJECT
01/09/22	<p><b>Welcome and introductions</b></p> <ul style="list-style-type: none"> <li>• DC welcomed all attendees to the briefing session for tender. 138Q/2022/23 for the Engineering, Procurement, Construction, Operation and Maintenance of a 7 MW (AC to grid) Ground Mounted Solar PV Facility in Atlantis</li> <li>• Attendees were requested to complete the register.</li> <li>• A question and answer session is scheduled to follow the presentation.</li> <li>• Should all questions not be clarified during the meeting, a notice will be sent to all tenderers who have purchased or downloaded the tender document.</li> <li>• DC advised that the minutes and presentation will be circulated to the tenderers with the questions and answers that are raised in the session.</li> <li>• DC introduced the Project Manager for this tender, Mr. Marlyn Hendricks, and handed the rest of the session over to him.</li> <li>• MH welcomed all attendees to the clarification meeting.</li> </ul>
02/09/22	<p><b>SCM Process</b></p> <ul style="list-style-type: none"> <li>• MH provided an overview of the SCM process flow highlighting that the tender is currently in the market being advertised.</li> <li>• The closing date of the tender is 25 October 2022.</li> <li>• This meeting is non-compulsory and non-attendance would not disqualify any tenderer.</li> <li>• Clarification notices will be sent to all tenderers after the briefing session.</li> <li>• MH provided a short overview on the content of the presentation and that he would be covering the tender document and clarifying any matters as they arise during the meeting.</li> <li>• Tender box 127 (located at the Tender Office, Civic Centre 2nd Floor, 12 Hertzog Boulevard, Cape Town) must be used for tender submissions.</li> <li>• Refer to the enclosed presentation.</li> </ul>
03/09/22	<p><b>Tender Structure</b></p> <ul style="list-style-type: none"> <li>• MH presented the tender document which is structured in three (3) volumes as follows: <ul style="list-style-type: none"> <li>◦ Volume 1: tendering procedures containing the responsiveness/functionality criteria</li> <li>◦ Volume 2: returnable schedules containing all the documents that have to be completed and submitted with the tender</li> <li>◦ Volume 3: draft contract containing the scope of work required</li> </ul> </li> </ul>
04/09/22	<p><b>Scope</b></p> <ul style="list-style-type: none"> <li>• MH advised that this project is part of various initiatives the City of Cape Town is embarking on to mitigate against the Eskom tariff increases and poor technical performance and to meet its carbon reduction commitments.</li> <li>• MH advised that this tender is for the complete Engineering, procurement, construction, commission, operation and maintenance. It will be a Grid Connected, ground mounted 7.7MWp (DC) or 7MW (AC) fixed tilt solar PV plant in Atlantis.</li> <li>• This is a schedule driven project, thus it has very tight timelines. Grid connection must be achieved by December 2023.</li> <li>• The tender will be valid from contract start date until 30 June 2025.</li> <li>• The form of contract used for this tender is NEC4, DBO. Tenderers were advised to familiarise themselves with contract conditions.</li> <li>• MH advised that the detailed design must be reviewed and approved via internal governance structures, therefore Tenderers must make provision for the time impact.</li> <li>• MH advised the Tenderers must develop a plan on how to include local businesses and community as part of this tender because it will lead to protest and major interruptions. The area is very volatile and community engagements will need to be done directly after the tender has been awarded.</li> </ul>

05/09/22	<p><b>Responsive Criteria</b></p> <ul style="list-style-type: none"> <li>• MH highlighted the importance of the criteria that must be met in terms of eligibility in section C2. If tenderers do not comply with the criteria stipulated, they will be disqualified. Those who comply with these criteria moves forward. It is important to adhere to the requirements and to complete the information in full.</li> <li>• MH advised that a CIDB grading of 8EP or higher will be required.</li> <li>• MH advised other City of Cape Town policy and procedures that must be read carefully to ensure all information are provided.</li> <li>• The functionality table was explained with the evaluation criteria, point allocation and weighting thereof. The evaluation criteria is essentially to ensure that the scope is covered and to determine whether bidders are able to complete the work that is required.</li> <li>• Schedules per area of evaluation criteria were explained and the importance of completing and returning Schedules 21A to 21B, Schedule 11 and Schedule 12A to 12H.</li> <li>• A minimum score of 70% out of 100% is required.</li> <li>• Where the entity tendering is a Joint Venture (JV) the tender must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.</li> <li>• The definitions for completed and Operation and Maintenance were highlighted as follows: <ul style="list-style-type: none"> <li>◦ "Completed" refers to projects that are in operation and/or completion certificate signed by Client(s).</li> <li>◦ "Operations and Maintenance" refers to all aspects related to a grid-tied ground mounted solar PV facility(ies), evidence where Tenderers were only responsible for individual items, sub systems and/or equipment will not be counted</li> </ul> </li> <li>• MH advised the tenderers about the local content requirements stipulated under section C.2.1.4.5 Local Content and that Annexure C Declaration must be complete for each sector. Tender that cannot comply must request an exemption letter from DTI and submit it as part of the tender returnables.</li> <li>• MH advised the tenderers about the list of key personnel, their requirements and the minimum number of personnel required.</li> <li>• Schedule 12 must be completed and the Curriculum Vitae (CV) and registration certificates must be submitted as part of the returnable schedules. Without which the tenderer cannot move forward.</li> </ul>
06/09/22	<p><b>D2.2 Price List</b></p> <ul style="list-style-type: none"> <li>• MH advised on the structure of the Price List. It caters for design, procurement, construction, grid connections, operations, maintenance.</li> <li>• MH advised provision has been made for Tenderers to specify additional items.</li> <li>• The total price of total price should be provided by Tenderers as this will be used to evaluate tenders.</li> <li>• Tenderers must complete the activity schedule in full.</li> </ul>
07/09/22	<p><b>Returnable Documents</b></p> <ul style="list-style-type: none"> <li>• MH highlighted the importance of completing all the returnable documents</li> <li>• Schedule 12 for key personnel must include: <ul style="list-style-type: none"> <li>◦ Name, job title, qualifications, registration number</li> </ul> </li> <li>• The following documents must be attached: <ul style="list-style-type: none"> <li>◦ The curriculum vitae (CV)</li> <li>◦ Valid registration certificate</li> </ul> </li> <li>• Schedule 21A and 21B for functionality must be completed in full and schedules must be returned with the submission.</li> <li>• The pages can be copied if there are not enough space to complete all the information.</li> </ul>

<b>08/09/22</b>	<b>Q &amp; A session</b> <ul style="list-style-type: none"> <li>Refer to the questions and answers slides contained in the presentation.</li> </ul>
<b>09/09/22</b>	<b>General</b> <ul style="list-style-type: none"> <li>DC advised bidders of their right to request information and to make contact with the responsible persons for this tender, where required.</li> <li>Tenderer are made aware of the Turnaround times where tender awards are delayed by: <ul style="list-style-type: none"> <li>Incorrect contact details – bidders must ensure that the COCT have reliable contact details including a correct contact person and contact number. COCT mainly rely on cellphone numbers, landline numbers and email address. Service providers have to inform the COCT when contact details changes.</li> <li>Complete all returnable documents in full, even those relating to eligibility and functionality.</li> <li>Prior to submitting an appeal, first engage the responsible SCM official who issued the letter, in the case of an unsuccessful bid.</li> <li>Any concerns can be discussed with unsuccessful tenderers as to the reasons that their bids were unsuccessful.</li> </ul> </li> <li>DC emphasised the compliance to local content. If tenderers cannot comply, exemption letter obtained from DTI must be submitted as part of the tender returnables.</li> <li>The presentation and minutes will be circulated to all tenderer that purchase the tender document.</li> </ul>
<b>10/09/22</b>	<b>Meeting closure</b> <ul style="list-style-type: none"> <li>There were no further questions and the meeting adjourned.</li> <li>MH invited all tenderers to the location of the site.</li> </ul>