



Minutes

TENDER 281S/2023/2024 - PROFESSIONAL SERVICES: HERITAGE AUDIT AND SERVICES
Non-Compulsory Meeting, Floor 7 Boardroom, 44 Wale Street, c/o Wale and Long Streets,
Cape Town

B: Discussion

The meeting opened with an overview of the project and a description of the three components of the project: Heritage Auditing, work on the Heritage Protection Overlay Zone (HPOZ) Areas and ad hoc work.

Eligibility and Functionality

Eligibility was described directly from the BID document, as was Functionality. This included the requirement for experience and qualifications as well as the need for GIS skills in the team. It was requested that all information be submitted as required in the BID document and that all pages are signed. It was made clear that it is critical that the submissions adhere tightly to the BID documents requirements, that **all** requested documents (such as CVs, Licences, Tax Clearances Insurances etc. are submitted and that all T's are crossed and I's are dotted in the Tender.

Project Components

Heritage auditing would be about 75 % of the work and involve auditing areas for heritage resources. The resources would be mostly built environment and data submitted to the City in GIS according to the GIS template given to the service provider. While about 1000 sites could be audited in a month, this would depend of the environment, density of resources and visual accessibility. Auditing should be ground-truthed and conservation-worthy properties inspected (externally).

HPOZ work would include reviewing boundaries of HPOZs (both technical and substantive), assisting with drawing up Heritage Management Plans and the declaration of these areas as Heritage Areas. This work would be about 25% of the work.

Ad hoc work would include for instance assistance with Notifications of Intent to Develop, Impact Assessments, project work etc. This work was estimated to be about 5% of the work.

Work would be decided up front and given to the service provider in lots. Invoices should be submitted with the deliverables at the end of the month, and after review of the deliverables the invoices will be processed.

The City is requesting a flat rate per hour for each of the years of the contract. This rate must include **ALL** disbursements – for instance including petrol, printing etc, etc.

Enquiry was made as to whether the auditing will be reviewing existing audits or whether they would relate to new areas. It was indicated that it would be mostly unaudited areas, tho with the HPOZ work, the service provider must be familiar with the areas, and identify sire that may have been demolished.

He further asked the closing date for questions would be. It was indicated that they should be made as soon as possible as the Tender closes on 30 June 2025. Responses to queries would be made through SCM and copied to all people who had purchased the Bid Document.

D. Georgeades

Chair: Bid Specification Committee