

# Good morning

Meeting to open at 10h10

**NOTE:**

For record purposes, please complete the following in the IM upon entering this meeting:

Company Name

Name of Representative

Email Address

Any questions during the meeting – please do the following:

Type “**Q:**” followed by your question/query



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## Tender Clarification Meeting (non-compulsory)

**266C/2021/2022: PROVISION OF PROFESSIONAL CONSULTANT SERVICES FOR CONSTRUCTION AND RELATED PROJECTS FOR COMMUNITY SERVICES AND HEALTH AND OTHER DIRECTORATES WITHIN THE CITY OF CAPE TOWN**

(Skype Meeting), 01 April 2022 @ 10:00 am

Making progress possible. **Together.**

## General:

- Questions reflecting in the IM during the presentation will be addressed after the presentation
- Please use "Q:" in the IM to easily identify questions/queries
- Unanswered questions – send an email to [Shahnaaz.Samsodien@capetown.gov.za](mailto:Shahnaaz.Samsodien@capetown.gov.za)
- Unanswered questions emailed today, will be addressed via the minutes of the meeting
- Presentation will be sent to all who have provided email addresses

## AGENDA

- Volume 1: Tendering Procedures
- Volume 2: Returnable Documents
- Volume 3: Draft Contract

# VOLUME 1: TENDERING PROCEDURES

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# VOLUME 1: TENDERING PROCEDURES

## Tender Details:

1. Tender Advert: 18 March 2022
2. Non-compulsory Clarification Meeting: 01 April 2022
3. Tender Closing: 20 April 2022 at 10h00
4. Tender Box Number: 119

## Procurement Procedures – Clause C.1.6

### C.1.6 Procurement procedures

#### C.1.6.1 General

*Add the following:*

For the purposes of this tender, four regions within the City of Cape Town municipal area have been identified and are outlined in the table below.

No.	Region
1	Central
2	South
3	East
4	North

- a) Works projects will be anywhere within a region. Tenderers are to refer to the drawings in part C.4 Site Information for the boundaries of each region (where ambiguity exists as to the exact location of the boundary, i.e. if the boundary is shown as being directly on a road, then the boundary shall always be either to the north or the east of the road in question).
- b) The Employer intends to appoint one tenderer (the highest ranked tenderer (“the winner”) and in addition one standby tenderer for each region for the allocation of work on a “winner-takes-all” basis in terms of the definitions in C.1.3 above, but reserves the right not to appoint a winner and/or standby at all, for a region or regions.
- c) The Employer reserves the right to offer an already successful tenderer more than one region as a “winner” and/or “standby” provided that the service provider can prove their capacity to undertake work in an additional region/s as a winner and/or standby service provider
- d) Tenderers may elect to tender for all regions or less, as indicated by them in the schedule titled Regions of Preference.
- e) Awards will be made firstly in terms of the tender evaluation ranking and secondly, where possible, in terms of the region of preference as indicated by tenderers in Returnable Schedule 26, Regions of Preference (refer to C.3.11.1 of the Tender Data).

# VOLUME 1: TENDERING PROCEDURES

## C2: TENDERER'S OBLIGATIONS

### C.2.1 ELIGIBILITY

C.2.1.4.1 **Compliance with requirements of CCT SCM Policy and procedures**

C.2.1.4.2 **Key personnel**

#### **Key personnel**

In order to be declared **responsive**, the tenderer must have the following key personnel in its permanent employment at the close of tender. Alternatively, signed undertakings from specialist consultants/firms having the required personnel, stating that they will undertake the necessary work on behalf of the tenderer in terms of sub-consultant agreements, will be acceptable. Such undertakings must be attached to the schedule titled **Key Personnel**, Part T2.2: Returnable Schedules.

The tenderer must provide **different individuals** for each of the Key Personnel listed below and on the schedule titled **Key Personnel** (Schedule 11). The tenderer must meet the following minimum Key Personnel requirements below in order to be **responsive**.

**It must however be understood that the minimum number of key personnel (stated below) will be required for each region tendered for.**

**KEY PERSONNEL PER REGION**

Service	Personnel Requirements	Number of personnel required for Central Region	Number of personnel required for South Region	Number of personnel required for East Region	Number of personnel required for North Region
Electronics Engineer	A minimum of 1 (one) ECSA registered Professional Electronics Engineer (Pr.Eng / PrTechEng) with at least 10 (ten) years verifiable experience in the analysis, design, control and monitoring of all works related to the field of electronics.	One (1)	One (1)	One (1)	One (1)
Electromechanical Engineer	A minimum of 1 (one) ECSA registered Professional Electromechanical Engineer (Pr.Eng / PrTechEng) with at least 10 (ten) years verifiable experience in the analysis, design, control and monitoring of all works related to electromechanical work.	One (1)	One (1)	One (1)	One (1)
Mechanical Engineering	The required personnel must be a Professional Engineer (Pr. Eng) or professional Engineering Technologist (Pr. Tech Eng) registered with the Engineering Council of South Africa (ECSA)  The required personnel shall have at least 10 (ten) years verifiable postgraduate experience. Capabilities may include analysis, design, documentation and construction monitoring of HVAC or refrigeration systems.	One (1)	One (1)	One (1)	One (1)
Fire Engineering	The required personnel must be a Professional Engineer (Pr. Eng) or professional Engineering Technologist (Pr.Tech Eng) registered with the Engineering Council of South Africa (ECSA)  The required personnel shall have at least 10 (ten) years verifiable postgraduate experience in the field of Fire Suppression and Protection. Capabilities may include analysis, design, documentation and construction monitoring of wet & dry suppression systems, smoke extraction and other systems related to fire suppression and smoke control.	One (1)	One (1)	One (1)	One (1)
Wet Services	The required personnel must be a Professional Engineer (Pr. Eng) or professional Engineering Technologist (Pr Tech Eng) registered with the Engineering Council of South Africa (ECSA)  The required personnel shall have at least 10 (ten) years verifiable postgraduate experience in the field of water supply and drainage for buildings. Capabilities may include analysis, design, documentation and construction monitoring of hot and cold water reticulation, sewer drainage, and other related systems for buildings.	One (1)	One (1)	One (1)	One (1)
Coastal Engineering	The required personnel must be a professional Engineer (Pr. Eng) or professional Engineering Technologist (Pr Tech Eng) or other proven equivalent registration holding a degree in Civil Engineering with relevant post graduate qualification in Coastal or marine Engineering (minimum NQF level 9).  The required personnel shall have at least 10 (ten) years verifiable postgraduate experience in the field of marine and coastal engineering.	One (1)	One (1)	One (1)	One (1)

**KEY PERSONNEL PER REGION**

Service	Personnel Requirements	Number of personnel required for Central Region	Number of personnel required for South Region	Number of personnel required for East Region	Number of personnel required for North Region
Land Surveying	<p>The required personnel must be a registered Professional Land Surveyor with the South African Geomatics Council (SAGC), previously known as South African Council for Professional and Technical Surveyors - PLATO.</p> <p>The required personnel shall have at least 5 (five) years verifiable postgraduate experience in the field of cadastral and engineering surveys. Capabilities may include conducting topographic surveys, measured building surveys, compiling SG diagrams, flood line surveys, sectional title surveys &amp; boundary surveys.</p>	One (1)	One (1)	One (1)	One (1)
Quantity Surveying	<p>The required personnel must be a Professional Quantity Surveyor (Pr.QS) registered with The SA Council for the Quantity Surveying Profession (SACQSP).</p> <p>The required personnel shall have at least 10 (ten) years verifiable postgraduate experience in the field of quantity surveying and contract management. Capabilities may include cost estimation and reporting, preparation of contract documents, bill of quantities, payment certification, measurement of works, contract administration and other related activities.</p>	One (1)	One (1)	One (1)	One (1)
Project Management	<p>The required personnel must be a professionally registered (Pr.CPM with the South African Council for the Project and Construction Management Professions (SACPCMP) with at least 10 (ten) years verifiable postgraduate experience in project management.</p>	One (1)	One (1)	One (1)	One (1)
Client's Agent in terms of the Occupational Health and Safety Act	<p>With the necessary competencies, appropriate Qualifications and resources to act as Client's Agent in terms of the Occupational Health and Safety Act with at least 5 (five) years verifiable experience as an OHS Client's Agent.</p> <p>The required personnel is to be registered with SACPCMP.</p>	One (1)	One (1)	One (1)	One (1)
Architecture	<p>The required personnel must be a professional Architect (Pr.Arch) or professional Architectural Technologist (Pr.ArchTech) registered with SACAP.</p> <p>Architectural personnel shall have at least 10 (ten) years verifiable postgraduate experience in the field of building architecture that may include conceptual design, massing, visualization and rendering, site development plans, coordinating other disciplines, plan approvals, fenestration, interior design, wayfinding signage and other architectural services related to building works.</p>	One (1)	One (1)	One (1)	One (1)

KEY PERSONNEL PER REGION					
Service	Personnel Requirements	Number of personnel required for Central Region	Number of personnel required for South Region	Number of personnel required for East Region	Number of personnel required for North Region
Heritage Architect	The required personnel must be a professional Architect (Pr.Arch) or professional Architectural Technologist (Pr.ArchTech) registered with SACAP.  Architectural personnel shall have at least 10 (ten) years verifiable postgraduate experience in the field of heritage building architecture.	One (1)	One (1)	One (1)	One (1)
Heritage Assessment Practitioner	The required personnel must be registered with the Association of Professional Heritage Practitioners (APHP) or with the South African Council for the Architectural Profession (SACAP) and who is a practitioner who has at least 5 years demonstrated experience in the sector.	One (1)	One (1)	One (1)	One (1)
Landscape Architect	The required personnel must be a registered professional Landscape Architect with at least 7 (seven) years verifiable experience in landscape architecture. Registered as such with the South African Council for the Landscape Architectural Profession (SACLAP)	One (1)	One (1)	One (1)	One (1)
Irrigation Specialist	The required personnel must display at least 5 (five) years verifiable experience in irrigation design and implementation. The necessary capabilities may include planning, design, installation and commissioning, as well as operation and maintenance of irrigation systems	One (1)	One (1)	One (1)	One (1)
Urban Designer	Registered professionals with a masters degree in Urban Design and registration with the South African Council for the Architectural Profession (SACAP) or with the South African Council for Planners (SACPLAN) with at least 10 (ten) years verifiable experience and who has provided urban design input into various projects of a complex technical nature.	One (1)	One (1)	One (1)	One (1)
Town / Spatial Planners	Registered professionals with the South African Council for Planners (SACPLAN) with at least 10 (ten) years relevant experience. Experience may include work done in the field of property development and facilitation as well as in planning and land use application processes.	One (1)	One (1)	One (1)	One (1)

**KEY PERSONNEL PER REGION**

Service	Personnel Requirements	Number of personnel required for Central Region	Number of personnel required for South Region	Number of personnel required for East Region	Number of personnel required for North Region
Property Valuation Economist	A registered professional with South African Council for the Property Valuers Profession (SACPVP) and who has at least seven years demonstrable property valuations experience and who is in good standing with the SACPVP.	One (1)	One (1)	One (1)	One (1)
Conveyancing Attorney	An admitted attorney who is a licensed conveyancer with 5 years post licensing experience working as a conveyancing attorney	One (1)	One (1)	One (1)	One (1)
Urban Economist	An Urban Economist who has experience in development / land economics with at least 7 (seven) years of experience within the Southern African urban economics environment.	One (1)	One (1)	One (1)	One (1)
Public Participation Facilitator	The required personnel must display at least 7 years demonstrable recent experience in public relations and facilitation.	One (1)	One (1)	One (1)	One (1)
Interior Designer	The required personnel must display the necessary competencies and at least 5 (five) years verifiable experience in Interior Design.	One (1)	One (1)	One (1)	One (1)
Environmental Assessment Practitioner	A registered professional with the Certification Board for Environmental Assessment Practitioners of South Africa (CBEAPSA), or meeting the requirements of the Environmental Assessment Practitioners Association of South Africa with at least 5 (five) years verifiable experience.	One (1)	One (1)	One (1)	One (1)

**KEY PERSONNEL PER REGION**

Service	Personnel Requirements	Number of personnel required for Central Region	Number of personnel required for South Region	Number of personnel required for East Region	Number of personnel required for North Region
Botanist	BScHons Botany / Plant Ecology with at least 5 (five) years verifiable experience in local (Cape Floristic Region) botany as a specialist consultant.	One (1)	One (1)	One (1)	One (1)
Fresh Water Ecologist	A registered professional with the South African Council for Natural & Scientific Professions (SACNASP). Having BScHons in Aquatic Biology / Wetland Science with at least 5 (five) years verifiable experience in local (Cape Floristic Region) wetland surveys and aquatic biota as a specialist consultant.	One (1)	One (1)	One (1)	One (1)

#### C.2.1.4.4 Professional indemnity insurance

In order to be declared responsive, the tenderer shall provide proof of either:

- i) A valid Professional Indemnity (PI) insurance cover in an amount of not less than R10 000 000 in respect of each and every claim during the period of insurance.
- ii) Or provide proof of confirmation from a recognised and reputable Insurance Broker that the Tenderer is eligible for the prescribed professional indemnity insurance cover should he/she be awarded the contract.

Proof of the aforementioned must be submitted with the tender, appended to the schedule titled **Professional Indemnity Insurance**.

Where the entity tendering is not a single entity, then the value of the PI insurance cover required may be shared between them in proportion to the percentage contribution.

#### C.2.23.2 Broad-Based Black Economic Empowerment Status Level Documentation

Submit documentary proof, either as certificates, sworn affidavits showing status level of contribution

The applicable code for this tender is the **Amended Codes for Measuring Broad-Based Black Economic Empowerment in the Construction Sector**.

#### **Method of Evaluation:**

- 90/10 – price and preference points system
- Offer will be determined using a basket of items, quantified, to which tendered rates will be applied
- Clause C.3.11 outlines the steps of evaluation

# VOLUME 2: RETURNABLE DOCUMENTS

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## **Form of Offer and Acceptance:**

- One form per region – if tendering for all regions, complete all four

## **Schedule of Rates:**

- Only hourly rates are applicable to this tender (refer to Municipal Cost Containment Policy)
- Rates are to be tendered for year 1, year 2 and year 3
- Failure to provide any rate = nil rate
- Standard tender returnable schedules – to be completed and signed

## **Note: Key Personnel Schedule:**

- Schedule 11A – Central Region
- Schedule 11B – South Region
- Schedule 11C – East Region
- Schedule 11D – North Region

CV's of all key personnel to be appended to the relevant schedules or within 7 days of written request thereof

**Note:** Schedule 26 Region of Preference Schedule

Awards will be made firstly in terms of the tender evaluation ranking and secondly, where possible, in terms of the region/s of preference as indicated by tenderers. For the purposes of this tender, four regions within the City of Cape Town municipal area have been identified and are outlined below.

Region
Central
South
East
North

Tenderers are required to indicate in the table below, what region/s are being tendered for. Tenderers may elect to tender for one or more regions and are required to indicate in the table below their region/s of preference in order from first to fourth, only for the region/s being tendered for. If only one region is being tendered for, that region should be indicated as the first region of preference..

Preference	Region
First (1 <sup>st</sup> ) Region of Preference	
Second (2 <sup>nd</sup> ) Region of Preference	
Third (3 <sup>rd</sup> ) Region of Preference	
Forth (4 <sup>th</sup> ) Region of Preference	

# VOLUME 3: DRAFT

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## Part C1: Agreements and Contract Data

- Contract Data
- Occupational Health and Safety Agreement
- Insurance Brokers Warranty
- Works project Acceptance/Refusal Notice

## Part C2: Pricing Data – Pricing Assumptions

Estimated timeframes for works projects to be executed under this contract are as follows which may be taken into account when tendering rates for Occupational Health and Safety:

Item No.	Activity Description	Estimated Project Duration
16.1.1	Project value R0 - R500 000	1-2 months
16.1.2	Project value R500 001 - R3 000 000	2-4 months
16.1.3	Project value R 3 000 001 - R6 000 000	4-6 months
16.1.4	Project value R6 000 001 - R8 000 000	6-8 months
16.1.5	Project value R8 000 001 - R10 000 000	8-10 months
16.1.6	Project value R10 000 001 - R20 000 001	10-18 months
16.1.7	Project value R20 000 001 - R60 000 001	18-24 months
16.1.8	Project value above R60 000 000	24 months plus

All items in the schedule of rates must be priced. Failure to price the items will be deemed as the items having a "NIL" rate. Indicating "refer to" or "same as" etc. will not be considered as a priced item.

### **Part C3: Scope of Work: Project descriptions and briefs will vary according to the requirements of a works project**

- All work done will be remunerated at hourly rates (even “typical” percentage based work)
- Custodian of tender – Community Services and Health
  - Recreation and Parks (Upgrade sports facilities e.g. multipurpose courts, pitches, swimming pools)
  - City Health (Upgrading, Design & Construction of new facilities)
  - Social Development and ECD (Arts & Culture Centres, Homeless Shelters)
  - Library Services (Upgrading, Renovations to existing facilities)
- Use by other departments via Transversal request and approval
- Scope of Work outlines some general duties of professionals that may be required, but it will always be project specific

*Example: Engineering Works Stags 1 – 6: Remunerated on hourly rates*

Areas of Work



City of Cape Town

## **General:**

Issuing of electronic documents

- Proof of payment to be sent via email.
- Tender document issued in pdf format
- For eft instructions – request via email

Submit as much information and append to the correct schedules

Check your submission before dropping off in the tender box

## **FAQ:**

- Who is eligible to tender? Any firm meeting all the eligibility criteria
- Will a combined BBBEE scorecard be required if tendering as a JV? Yes
- If sub consulting, are appointment contracts required for the tender submission? No – letter of intent of sub-consultant to undertake the work will suffice
- Can a tendering entity be a sub-consultant of another? Yes, depending on submission, may seem like collusion

## **Issues raised to date:**

- Requirement for an Electromechanical Engineer
- Description on content page of schedule of rates reads “Electrochemical Engineer”

## **Issuing Addendums:**

Up to one week before closing of tender



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**Thank You**

For queries contact ([Riaan.Ismail@capetown.gov.za](mailto:Riaan.Ismail@capetown.gov.za))

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**QUESTIONS?**