

NON COMPULSORY CLARIFICATION MEETING MINUTES
TENDER NO: 278Q/2024/25 - TERM TENDER FOR THE REPLACEMENT AND
INSTALLATION OF WATER METERS WITH NOMINAL BORE EXCEEDING 40MM
INCLUDING ASSOCIATED CONNECTIONS INFRASTRUCTURE ACROSS THE CITY OF
CAPE TOWN



Date: 12 June 2025	Time: 10:00 -12:00	Venue: Teams
Scribe:	Ndivhuwo Mantsha	
Chairperson	Mpho Ene Moopisa	
City of Cape Town (CCT) Representatives:	Ndivhuwo Mantsha (NM) Mpho Ene Moopisa (MEM) Thabile Hope Sibisi (THS)	

DISCUSSIONS

1. Welcome and introductions.

MEM welcomed everyone to the meeting and introduced CCT representatives listed on the presentation.

2. Presentation

MEM went through the tender clarification meeting presentation. MEM also presented the tender document. MEM confirmed that Presentation and meeting minutes would be shared as part of notice to tenderers.

3. Questions and responses

	Questions asked by tenders	CCT response
1.	Is the required completion certificate the partial completion certificate or final completion certificate?	The completion certificate required serves as confirmation that the tenderer has successfully completed the indicated scope of work. It is noted that contracts may use different terminology for completion certificates. If the completion certificate does not have details that confirm that the tenderer has successfully completed the relevant scope of works, it is recommended that the tenderer attach a reference letter to support the submitted completion certificate.
2.	Should the completed projects specifically be for water meter installation or are bulk water projects that included water meter installation also acceptable?	The projects required for entity track record functionality criteria can include other works as long as the scope of each stated project included installation and/or replacement of water meters with nominal bore exceeding 40mm. Bulk water projects that included water meter installation are acceptable provided each stated project included installation and/or replacement of water meters with nominal bore exceeding 40mm. Tenderer are required to indicate in their submission whether the scope of each stated project included the installation and/or replacement of water meters with nominal bore exceeding 40mm. Refer to Schedule 19 (Functionality) of the tender document.
3.	Is there a provision for the COC (Certificate of Compliance) in the schedule of rates or should the tenderer include the COC in their pricing structure?	COC must be included in the pricing structure. COC serves as quality assurance and confirmation that the works meet the relevant requirements and standards.

4.	Schedule of rates, starting from item 159, specifically refers to the leadings and service connection line, indicating that these will be new connections where the service provider is required to tap into the main line and provide a leading for the new connection?	Yes, new connections where the service provider is required to tap into the main line and provide a leading for the new connection forms part of the scope of this tender. The tender to note that the indicated items are not limited to new connections only.
5.	The schedule of rates does not make provision for the arrangements of shutoffs and handing out of warning letters. Does this imply that the tenderer should incorporate these elements into their pricing structure?	Yes, arrangements for shutoffs/shutdown and handling out warning letters must be included in the submitted rates. Supplementary feedback: As per specification, all required water shutdown and reinstating water supply must comply with the Employer's processes and procedures and must be arranged with Employer's representative. All costs incurred by the Contractor in complying with all health and safety requirements shall be deemed to be included in his rates in the schedule of rates.
6.	Will the schedule of rates include provisions for standing time during shutoffs or if the service provider will be allowed to claim standing time under dayworks, as this presents a challenge. For instance, the CCT depot team may schedule a shutoff for 10:00 but only arrive on site at 13:00. How will the service provider claim for standing time in situations where the shutoff is scheduled, but the CCT team arrives late or does not arrive at all.	The CCT will review and provide feedback. Feedback: As detailed in the description of the works under compliance with health and safety requirements. All required water shutdown and reinstating water supply must be in compliance with the Employer's processes and procedures and must be arranged with Employer's representative. All costs incurred by the Contractor in complying with all health and safety requirements shall be deemed to be included in his rates in the schedule of rates. Where there are exceptional circumstances this will be addressed on a case by case in line with contract conditions.
7.	The unit price for item 2 in the schedule of rates is specified as "per service order." Since the service provider may visit the site multiple times. First for conducting a site investigation and subsequently for installation. Should the service provider incorporate these elements into their pricing structure.	Item 2 is for carrying out investigations on site in order to confirm scope of work. Installations and other works are specified elsewhere (that is detailed separately) in the schedule of rates.
8.	Item 39 and 59 refers to leadings that are measured elsewhere. Can you provide clarification on what elsewhere measured specifically means in this context?	Elsewhere measured or measured elsewhere means that price of that item is detailed in another part of the schedule of rates. In this context it means Leadings are already accounted for in another part of the schedule of rates. See items 159 to 184 as an example.

	Are the spools pieces and strainers also measured elsewhere?	The Tenderer is to refer to the specified item on the schedule of rates for details. For example, for item 39, the Tenderer is to price for Chamber construction, installation of meter inside chamber including supply and installation of fittings, couplings, valves, etc (rate to including in-line strainer), covers and frames, all as detailed in typical drawing No. W4A and W4B (Annex 8 and 9 of the specifications), measured complete including connection to Leading (leading measured elsewhere). The spool pieces and strainers are included in the price for this item. Supplementary feedback: For item 59, Installation of the 50mm mechanical meter inside chamber (chamber elsewhere measured) including supply and installation of fittings, couplings, valves, etc (rate to including in-line strainer), covers and frames, all as detailed in typical drawing No. W4A and W4B (Annex 8 and 9 of the specifications), measured complete including connection to Leading (Leading elsewhere measured). - The price for the chamber and the price for the leading are detailed or accounted for in another part of the pricing schedule.
9.	Will there be an addendum to C1.1, page 39?	Yes, the CCT will issue a replacement page for C1.1 page 39.
10.	Will the meters be provided by CCT?	Meters will be provided by CCT.
11.	Can we have soft copy of tender document?	Tenderer to send the request to SCM. To be addressed to SCM.Tenders10@capetown.gov.za Supplementary feedback: The Employer shall not formally issue tender documents in electronic format and shall only issue tender documents in hardcopy. An electronic version of the issued tender documents, or elements thereof, may be made available to the tenderer at the Employer's discretion, upon written request in terms of clause C.2.13.11.
12.	Is it compulsory to be registered with the Bargaining Council for the Civil Engineering Industry (BCCEI)	Tenders submitted by tenderers who are in good standing with the Bargaining Council for the Civil Engineering Industry (BCCEI) or Building Industry Bargaining Council (BIBC) at the time of the tender award will be declared responsive.
13.	Is there a requirement for an asbestos permit for this tender.	Generally, we do not anticipate to encounter asbestos in this tender. Supplementary feedback: The tenderer is to note that some of the City's infrastructure is old and may have asbestos. The Tender makes provision for asbestos. As per specification detailed in the tender document, the Contractor shall submit a general Health and Safety

		master file and an Asbestos Work Plan, all compiled in accordance with the Health and Safety Specifications in C3.5: Management to the Employer's Agent for approval. The Contractor shall ensure that no asbestos work is carried out before the Provincial Director of the Department of Labour has been notified in writing.
14.	Are tenderers allowed to print out rates in a digital format or if they must handwrite them when completing the schedule of rates.	Tenderer to send the request to SCM. To be addressed to SCM.Tenders10@capetown.gov.za Supplementary feedback: The Employer shall not formally issue tender documents in electronic format and shall only issue tender documents in hardcopy. An electronic version of the issued tender documents, or elements thereof, may be made available to the tenderer at the Employer's discretion, upon written request in terms of clause C.2.13.11.
15.	How will the Bid Evaluation Committee (BEC) evaluate low rates to ensure that the awarded contractor can effectively carry out the works and maintain fairness in the evaluation process?	The CCT's BEC will perform a risk analysis as part of evaluation process. Functionality is also used to assess tenderer's ability to deliver required works. In addition, the CCT is making use of external service provider to perform due diligence review and risk assessment.

4. Attendees were thanked and meeting ended at 11H31

m.moopisa

CHAIRPERSON- Mpho Ene Moopisa

20 June 2025

DATE



**CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD**

**NON COMPULSORY CLARIFICATION MEETING
FOR**

**TENDER NO 278Q/2024/25 – TERM TENDER FOR THE REPLACEMENT AND
INSTALLATION OF WATER METERS WITH NOMINAL BORE EXCEEDING 40MM
INCLUDING ASSOCIATED CONNECTIONS INFRASTRUCTURE ACROSS THE CITY
OF CAPE TOWN**

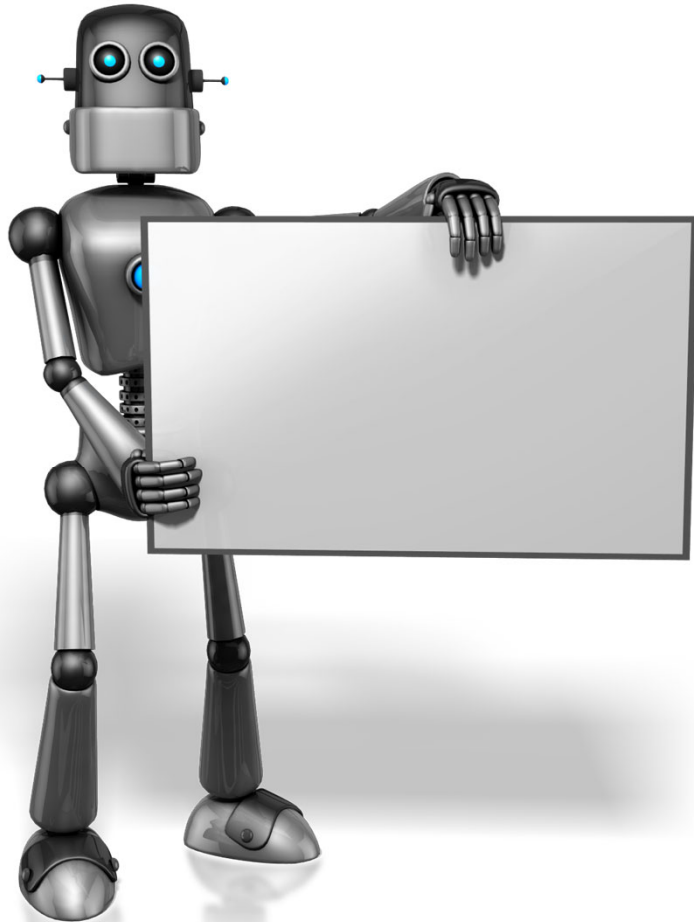
Thursday, 12 June 2025

Time: 10h00

Venue: Teams

Making progress possible. Together.

Structure of the presentation



1. Welcome and Introduction
2. General tender Information
3. Tendering Procedure
4. Agreement and Contract Data
5. Schedule of Rates
6. Overview of the works
7. Common Errors by Tenderers
8. Clarifications
9. Questions

Welcome and Introduction

The purpose of this meeting is to clarify the requirements for the subject tender. The clarification meeting is non-compulsory but strongly recommended.

Bidders are to note that this presentation is not representative of the complete tender requirements. Bidders are to refer to the tender document for detailed information.

The City of Cape Town is represented by:

- Contract Manager: Mpho E Moopisa
- Contract Administrator: Ndivhuwo Mantsha

General Tender Information

Tender Advertised	:	23 May 2025
CIDB Grading	:	3SO or 3CE or higher 4SO or 4CE or higher
Clarification Meeting	:	Non-compulsory, strongly recommended
Closing Date	:	10:00am on 12 June 2025
Tender Box	:	Box Number 221
Tender Fee	:	R300 (Non – refundable tender fee payable to the City of Cape Town for a hard copy of the tender document)
Tender Queries	:	SCM.Tenders10@capetown.gov.za

TENDERING PROCEDURES



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Tendering Procedures

- ❑ Tenderers to ensure that all details, forms and returnable schedules are completed in full and signed
- ❑ A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification
- ❑ Only those tenderers who are registered with the CIDB, or capable of being so prior to the evaluation of submissions, in a Contractor grading designation equal to or higher than a 3SO/3CE Contractor grading designation, or equal to or higher than a 3SO/3CE Contractor grading designation are eligible to have their tenders evaluated
 - tenderers who are capable of being so registered with an active status with the CIDB prior to the evaluation of submissions may be evaluated at the sole discretion of the Employer

Tendering Procedures (Continues)

- ☐ Only those tenders submitted by tenderers who achieve the minimum score for functionality will be declared responsive
- ☐ Only those tenders submitted by tenderers who are in good standing with the Bargaining Council for the Civil Engineering Industry (BCCEI) or Building Industry Bargaining Council (BIBC) at the time of the tender award will be declared responsive.
- ☐ The CCT shall not consider tenders that are received after the closing date
- ☐ In order to qualify for preference points for HDI and/or Specific Goals, it is the responsibility of the tenderer to submit documentary proof
- ☐ By signing the offer part of Form of Offer and Acceptance the tenderer declares that all information provided in the tender submission is true and correct

Tendering Procedures (Continues)

- ❑ *The tender offer validity period is 12 weeks (84 days).*
 - *Notwithstanding the period stated above, bids shall remain valid for a period of 12 months after the expiry of the original validity period, unless the City is notified in writing of anything to the contrary by the bidder. The validity of bids may be further extended by a period of not more than 6 months subject to mutual agreement and administrative processes and upon approval by the City Manager, unless the required extension is as a result of an appeal process or court ruling.*

Tendering Procedures (Continues)

- ❑ *Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993 and the Construction Regulations, 2014 issued in terms of Section 43 of the Act. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.*

- ❑ *Before making an award the City must verify the bidder's tax compliance status. The City should reject a bid submitted by the bidder if such bidder fails to provide proof of tax compliance within the timeframe stated.*

Tendering Procedures (Continues)

- The CCT intends to appoint **two tenderers for each works project category**:
 - The winner (the highest ranked tenderer) and in addition an alternative tenderer on a “winnertakes-all” basis

The CCT reserves the right to reserves the right to appoint fewer alternative tenderers to, or not to appoint a winner and/or alternative at all, for a works project category or categories.

- Subject to operational requirements, the order will always be offered and, if accepted, allocated to **the winner in the framework contracts works project category**, and only if he refuses (or offer non-responsive) will the work be offered to **the alternative tenderer**.
- Each Works Project shall be in the value range of:
 - above R1 000 000 up to R3 000 000 for Works Project Category 1 or
 - above R3 000 000 up to R6 000 000 for Works Project Category 2.
- The contract period shall be for a period of 36 months from the commencement date of the contract.

Tendering Procedures (Continues)

❑ Functionality requirements:

- The minimum qualifying score for functionality is 70 points out of a maximum of 100 points.
- Only those tenders submitted by tenderers who achieve the minimum score for functionality will be declared responsive.
- The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria.
- Failure to provide the required information in this tender submission at tender closing will result in the tenderer not being able to be scored for the relevant criteria
- Tenderers are to complete **Schedule 19** (Functionality Criteria)

Tendering Procedures (Continues)

Evaluation Criteria	Applicable values/points	Max Score
Minimum number of teams to be made available for the envisaged contract. Each team to include a trade tested plumber (trade tested in plumbing in Republic of South Africa). Where the trade test certificate is not yet available, the tenderer must submit the relevant trade test result report issued by QCTO (Quality Council for Trades and Occupations) accredited trade test centers clearly indicating competent/passed. Required information: - Completed Table 1 in Schedule 19 (Functionality Criteria) of this tender document. - Copy of red seal trade test certificate (trade tested in plumbing) or 'Red Seal' trade test result report for each plumber listed on Table 1 in Schedule 19 (Functionality Criteria) of this tender document clearly indicating competent/passed.	• Equal to or more than 16 teams = 34 Points • Equal to or more than 12 teams but less than 16 teams = 30 Points • Equal to or more than 8 teams but less than 12 teams = 24 points • Less than 8 teams = 0 points	34 Points



Tendering Procedures (Continues)

Experience of the contracts/project manager. The contract/project manager must have a degree (NQF 7) or higher in any field within the built environment. The relevant experience refers to contract/project management role in any plumbing projects that included installation and/or replacement of water meters with nominal bore exceeding 40mm. Required information: - Completed Table 2 in Schedule 19 (Functionality Criteria) of this tender document. - Copy of qualification certificate (degree (NQF 7) or higher in any field within the built environment) for the personnel listed on Table 2 in Schedule 19 (Functionality Criteria) of this tender document.	• Equal to or more than 8 years relevant experience = 20 Points • Equal to or more than 5 years relevant experience but less than 8 years relevant experience = 15 Points • Equal to or more than 3 years relevant experience but less than 5 years relevant experience = 10 Points • Less than 3 years relevant experience = 0 Points	20 Points
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Tendering Procedures (Continues)

Experience of the Operations Manager/Supervisor: The Operations Manager/Supervisor must have a national diploma (NQF 6) or higher in any field within the built environment. The relevant experience refers to Operations Manager/Supervisor role in any plumbing projects that included installation and/or replacement of water meters with nominal bore exceeding 40mm. Required information: - Completed Table 3 in Schedule 19 (Functionality Criteria) of this tender document. - Copy of qualification certificate (national diploma (NQF 6) or higher in any field within the built environment) for the personnel listed on Table 3 in Schedule 19 (Functionality Criteria) of this tender document.	• Equal to or more than 8 years relevant experience = 12 Points • Equal to or more than 5 years relevant experience but less than 8 years relevant experience = 10 Points • Equal to or more than 3 years relevant experience but less than 5 years relevant experience = 8 Points • Less than 3 years relevant experience = 0 Points	12 Points
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Tendering Procedures (Continues)

Tender entity track record: Proven track record of similar plumbing projects successfully completed over the last 20 years. Each project to included installation and/or replacement of water meters with nominal bore exceeding 40mm. The Tenderer to submit completion certificate or reference letter issued by the relevant employer for each stated project in order to be allocated points. Reference letter, on a letterhead, to include project start and end date, description of the project and performance of the contractor. Required information: - Completed Table 4 in Schedule 19 (Functionality Criteria) of this tender document. - Completion certificate or reference letter issued by the relevant employer for each project listed on Table 4 in Schedule 19 (Functionality Criteria) of this tender document. Reference letter, on a letterhead, to include project start and end date (month and year), description of the project and performance of the contractor (indicating if it is satisfactory or not satisfactory) .	• Equal to or more than 6 relevant projects = 34 Points • Equal to 5 relevant projects = 32 Points • Equal to 4 relevant projects = 26 Points • Equal to 3 relevant projects = 18 Points • Equal to 2 relevant projects = 8 Points • Less than 2 relevant projects = 0 Points	34 Points
Total maximum possible points:		100 Points



Tendering Procedures (Continues)

❑ Preference points system

- The preference point system applicable to this tender is either the 80/20 or 90/10 preference point system and the lowest acceptable tender will be used to determine the applicable preference point system:
- Preference points shall be based on the Specific Goal:
 - Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination
 - Reconstruction and Development Programme (RDP) as published in Government Gazette

❑ Points for price

- The financial offer per works project category, required in terms of the Preferential Procurement Regulations, shall be determined by the sum of the representative Works Projects for each tenderer

Risk analysis

- Notwithstanding compliance with regard to CIDB registration or any other requirements of the tender, the Employer will perform a risk analysis

AGREEMENTS AND CONTRACT DATA



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Agreement and Contract Data

- ❖ The Tenderer is to complete the **Offer part of Section C1.1** (Form of Offer and Acceptance) on page 39. Acceptance part of Section C1.1 (Form of Offer and Acceptance) to be completed at acceptance stage.
- ❖ General Conditions of Contract for Construction Works, Third Edition, 2015, prepared by the South African Institution of Civil Engineering (SAICE) shall apply to and form the General Conditions of Contract for this contract
- ❖ Contract specific data, referring to the General Conditions of Contract for Construction Works, Third Edition, 2015, are applicable to this agreement.

The following Contract Specific data are applicable to this agreement, not limited to:

Agreement and Contract Data (Continues)

☐ Defects Liability

The Defects Liability Period is 12 months per Works Project

☐ Penalty

The penalty for failing to complete the Works of each Works Project within the time referred to in Clause 1.1.1.14 is **0.1% of the value of the applicable purchase order (excluding VAT) for every week late**

☐ Performance Guarantee

The security to be provided by the Contractor shall be a blanket performance guarantee of:

- R150 000.00 (for works project category 1: above R1 000 000 up to R3 000 000) or
- R300 000.00 (for work project category 2: above R3 000 000 up to R6 000 000)

Notwithstanding the provision of a performance guarantee, interim payments to the Contractor shall be subject to a retention of 5%

Agreement and Contract Data (Continues)

☐ **Contract Price adjustment**

The Contract Price shall remain FIRM for the first 12 calendar months from date of Commencement of Contract

☐ **Local office**

If the Service Provider does not have a local office, they will be required to establish a local office within 2 (two) months of the date of commencement of the contract.

☐ **Employer Customer Service Charter Requirements**

The Contractor must comply with the timeframes and conditions stated in the Water and Sanitation Department Customer Service Charter for the Provision of Water and Sanitation Services, as detailed in Annex 6 of the tender document.

SCHEDULE OF RATES



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Schedule of Rates

SUMMARY	
Schedule A	Preliminary & General
Schedule B	Works Executed During Weekdays (Monday To Friday), anytime from 06:00 To 18:00
Schedule C	Works Executed during Weekdays (Monday To Friday), anytime From 18h01 To 05h59 or Weekends (Saturday And Sunday), Anytime Within 24hour day or Public Holidays, anytime within 24hour Day
Schedule D	PROVISIONAL SUMS

To review schedule of rates on page 78 of the tender document

NOTES:

- Where the work or items to which the provisional sums relate are to be executed/supplied by subcontractors/suppliers, the supplier must request a minimum of three written quotations for approval by the Employer's representative. The supplier to submit associated invoices when claiming against this item
- The tenderer must take note of the pricing instructions, for example
 - An item against which no rate is entered, will be regarded as a nil rate, that is, there is no charge for that item

OVERVIEW OF THE WORKS



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Overview of the Works

- This tender makes provision for replacement and installation of water meters with nominal bore exceeding 40mm including associated connections infrastructure across the city of cape town. Tender to refer to CCT typical drawings I the tender document for details.
- The Contractor will be required to work anywhere within the boundaries of the City of Cape Town Municipality. No areas within the City of Cape Town metropolitan are excluded.
- All work will be issued as and when required and must be actioned within the time period stated in the employer's Customer Service Charter which forms part of the tender document.
- The work that is to be carried out under the contract consists the supply of all materials (excluding the water meters which will be supplied by the City), tools, equipment and labour required for the replacement and installation of water meters with nominal bore exceeding 40mm, including associated connections infrastructure across the City of Cape Town.

Overview of the Works

- For each service order executed, there must be photographs taken before commencement of work. The Contractor must take photographs that clearly capture the works during execution and after completion. All photographs must be attached to the service request of those works projects/orders as evidence to illustrate works executed
- The completed works must be verified by a trade tested plumber.
- A Certificate of Compliance (COC) issued by licensed plumber registered with Plumbing Industry Registration Board (PIRB) must be provided for each meter replacement and/or installation
- The cost for security requirements shall be included in the tendered rates. Separate line items have been added to the pricing schedule for specialised security to be used in exceptional circumstance. The Contractor is to submit motivation clearly detailing the exceptional circumstances and associated cost for approval by the Employer's agent where use of this item is required.

Overview of the Works

- The cost for security requirements shall be included in the tendered rates. Separate line items have been added to the pricing schedule for specialised security to be used in exceptional circumstance. The Contractor is to submit motivation clearly detailing the exceptional circumstances and associated cost for approval by the Employer's agent where use of this item is required.
- Attending training relevant for successful delivery of the contract and customer satisfaction
- Proving 'as built' data on instruction from the employer's agent
- The contractor is to adopt appropriate technique based on the required works. The contractor to ensure that they comply with employer's instructions, Health and safety requirements as well as environmental management specifications.

Overview of the Works

- The work will be mainly distributed using mobility solution.
 - The Contractor will be required to provide his/her own Hand Held Terminals (HHTs) (1 per team) compatible with the City of Cape Town's computerised meter reading system (SAP)
 - The Contractor will not commence without the Hand Held Terminals (HHTs) as this is an integral part of the contract.

- In principle, Mobility will have the following steps:
 - I. The Contractor will receive a Service Order through the Works Order Portal of City of Cape Town
 - II. Contractor to assign Service Orders to their teams for the works
 - III. Contractor to capture data on their devices as per City of Cape Town Mobility process (pre, during, after installation etc.)
 - IV. Once work in the field is completed, it will be placed in a verification lot, on which the City of Cape Town will do inspections
 - V. Once the works have passed, the lot will be approved and the Contractor can invoice.

LIST OF RETURNABLE DOCUMENTS

List of Returnable Documents

- ❑ Tenderers to ensure that returnable schedules are completed in full and signed

Returnable Schedules that will be incorporated into the Contract

	Pages
1: COMPULSORY ENTERPRISE QUESTIONNAIRE	182 – 183
2: CERTIFICATE OF INDEPENDENT TENDER DETERMINATION	184 – 185
3: CERTIFICATE OF AUTHORITY FOR JOINT VENTURES	186
4: DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (<u>MBD 8</u>)	187 – 188
5: DECLARATION OF INTEREST – STATE EMPLOYEES (<u>MBD 4 amended</u>)	189 – 191
6: DECLARATION OF INTEREST	192
7: <u>AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO CCT</u>	193
8: DECLARATION IN RESPECT OF <u>COMPLIANCE WITH LABOUR LEGISLATION</u>	194
9: CONFIRMATION OF CCT SUPPLIER DATABASE REGISTRATION	195
10: SCHEDULE OF WORK EXPERIENCE OF TENDERER	196
11: SCHEDULE OF EQUIPMENT INSTALLATIONS AND SERVICE HISTORY	197
12: CONFIRMATION OF CONTRACTOR REGISTRATION / <u>ACCREDITATION</u>	198
13: DETAILS OF QUALIFICATIONS AND EXPERIENCE OF STAFF	199
14: SCHEDULE OF CONSTRUCTION EQUIPMENT	200 – 201
15: DETAILS OF TENDERER'S WORKSHOP FACILITIES	202
16: SCHEDULE OF SUBCONTRACTORS	203
17: HEALTH AND SAFETY PLAN	204
18: DEVIATIONS AND QUALIFICATIONS BY TENDERER	205
19: FUNCTIONALITY CRITERIA	206 – 216
20: WORKS PROJECT CATEGORY OF PREFERENCE	217
21: PRICE BASIS FOR IMPORTED RESOURCES	218
22: RECORD OF ADDENDA TO TENDER DOCUMENTS	219
23: PREFERENCE SCHEDULE (where preferences are granted in respect of the HDI and/or Specific Goals 220 – 223)	
24: APPEAL APPLICATION (ANNEXURE B)	224
25: INFORMATION TO BE PROVIDED WITH THE TENDER	225

Other documents required for tender evaluation purposes

- a) Joint Venture Agreement (if applicable) - append to Schedule 3.
- b) Health and Safety Plan - append to Schedule 17.
- c) Functionality Criteria - append to Schedule 19.

COMMON ERRORS BY TENDERERS



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Common Errors by Tenderers

- Forms and returnable schedules not signed
- Submitting an **incorrect CV** for Key Personnel
- Submitting an **incorrect qualification** for Key Personnel
- Track Record not clear in meeting requirements
- Failure to adhere to tender pricing instructions
- Making assumptions instead of seeking clarity
- Not providing information supporting claimed points for preference

Bidders are to note that this presentation is not representative of the complete tender requirements. Bidders are to refer to the tender document for detailed information.

CLARIFICATIONS



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Clarifications

- Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.

**Queries relating to any issues in these documents may be addressed to SCM,
email:**

SCM.Tenders10@capetown.gov.za

Bidders are to note that this presentation is not representative of the complete tender requirements. Bidders are to refer to the tender document for detailed information.

Questions





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Thank You

For queries contact [SCM.Tenders10@capetown.gov.za.](mailto:SCM.Tenders10@capetown.gov.za)

Making progress possible. Together.