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TENDER CLARIFICATION MEETING:
**266C/2021/22: PROVISION OF PROFESSIONAL CONSULTANT SERVICES FOR CONSTRUCTION
AND RELATED PROJECTS FOR COMMUNITY SERVICES AND HEALTH AND OTHER DIRECTORATES
WITHIN THE CITY OF CAPE TOWN**

DATE: 01 April 2022
TIME: 10H00
VENUE: Skype Online Meeting

ATTENDANCE

CITY OF CAPE TOWN		
REPRESENTATIVE	ROLE	EMAIL
Shahnaaz Samsodien	CS&H: Contract Manager	Shahnaaz.Samsodien@capetow.gov.za
Shakier Harris	CS&H: Bid Chairperson	Shakier.Harris@capetown.gov.za
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BIDDERS (Details as entered on Skype IM)		
REPRESENTATIVE	COMPANY	CONTACT
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Julian Evans	Siroccon International (Pty) Ltd.	julian.e@siroccon.co.za
Lorenie Vumbukwa	ZAS Architects and Planners	lorenie@splace.co.za
Nilisha Singh	The Creative Axis Architects	info@creativeaxis.co.za .

A notice was placed on the screen for all attendees to stipulate the required details in the Skype IM box for record of attendance.

The meeting was officially opened at 10h10 to allow attendees to submit the above details

The contract Manger welcomed all and proceeded with the presentation for the tender clarification meeting

The Contract Manager (SS) outlined some general requirements including answering of any questions that arises during the presentation and stated that all questions that are unanswered by the end of the meeting, will be addressed in the minutes of the meeting.

SS stated that the presentation will be sent to all in attendance.

PRESENTATION

SS outlined the tender details and proceeded to with the procurement procedure, outlining that the tender is divided into four regions: Central, South, East and North. There are boundaries for each region – outlined in the presentation as well as in the tender document under Part C3: Site information

Awards will be done in terms of ranking and secondly considering the region of preference – Schedule 26 of the tender document.

The employer intends to appoint a winner and standby per region. This means that, should the winner refuse the work project opportunity, he/she can decline this using the "acceptance/refusal notice" and then the wok will be offered to the standby.

VOLUME 1

TENDERERS OBLIGATIONS

ELIGIBILITY

Tenderers are to refer to all eligibility criteria outlined in the tender document. The presentation does not outline all requirements.

Key Personnel

Tenderers are required to tender for ALL key personnel for region/s he/she is tendering for. Example: if tendering for all four regions, bidders should provide four teams. Each team (per region) require ONE of the professionals identified. SS highlighted that the professionals in a team for a region should all be different and gave the example that a civil engineer and structural engineer CANNOT be the same person in one region.

SS highlighted that the reason the key personnel is required per region is that it will be a City-wide used tender and that by having different teams, we may reduce the likelihood of having capacity issues of professional teams during the contract phase, especially if one tenderer has more than one region.

Professional Indemnity

The requirement is R10million. If the tenderer is not a single entity, This PI may be shared by JV or consortia in proportion to their contribution. If tenderers do not have the required PI, hey should submit a letter of confirmation from reputable insurance broker that they are eligible for the amount of PI required, should the ender be awarded.

BBBEE:

Required codes is the Amended Codes for Measuring Broad-Based Black Economic Empowerment in the Construction sector

Method of Evaluation

Points system to be used will be 90/10: 90 for price and 10 for preference to BBBEE.

A basket of items will be used to which quantities will be assigned. Tenderers rates will be applied to each item and added to yield a financial offer.

VOLUME 2**FORM OF OFFER & ACCEPTANCE:**

There is one form of offer and acceptance for each region. If tendering for all four regions, tenderers are to complete all four.

SCHEDULE OF RATES:

Only hourly rates are applicable irrespective of the type of work or scope for work. Typical "percentage based fees" will be remunerated using hourly rates. This is due to a Directive issued for professional services contracts as well as the Municipal Cost Containment Policy which is downloadable.

Rates are to be tendered for each year – this has been done to eliminate having to add CPA during the contract period.

Failure to provide a rate, for each item and or each year, will be assumed to be a nil rate and will be addressed in accordance with the contract provisions

All returnable schedules are to be completed and signed.

KEY PERSONNEL SCHEDULE

There are four schedules for Key personnel –one for each region.

Tenders are to complete the schedule relevant to the area/s being tendered for.

Schedule 11A – Central region

Schedule 11B – South Region

Schedule 11C –East Region

Schedule 11D – North Region

Note: CV's of key personnel should be appended to the relevant schedule or within 7 days of written request if not attached

REGION OF PREFERENCE

Tenderers are to indicate their regions of preference that is being tendered for. If tendering for one region only, list that region as the first region of preference.

VOLUME 3**PART C1: AGREEMENTS & CONTRACT DATA – these are standard in the tender document****PART C2: PRICING DATA**

Tenderers are to refer to pricing assumptions especially considering the table that may be used when pricing the Occupational Health and Safety discipline

PART C3: SCOPE OF WORK

Community Services and Health is a directorate and is the custodian of this tender.

The directorate is made up of four departments for which various projects will be executed. These departments are Recreation and Parks, Libraries, City Health and Social Development & ECD.

The tender may be utilised by all other directorates in the City by means of a transversal approval application process which will occur at contract stage

Areas of work may be anywhere within the area boundaries outlined in the tender document.

GENERAL:

SS outlined the process to obtain an electronic copy of the tender – email request and proof of payment to Shahnaaz.Samsodien@captown.go.za

SS urged bidders to check their submissions before dropping it in the tender box.

FAQ:

Refer to presentation

ISSUES RAISED TO DATE:

The requirement of an electromechanical engineer – this is as scarce discipline and a request was made to reconsider

THE MEETING WAS OPENED FOR QUESTIONS AND ANSWERS

1. The issue above regarding the electromechanical engineer was discussed and many other tenders were in agreement that this is a concern and it should be reconsidered. – SS said this change will be sent out in an addendum.
2. Q: Clause 2.13.13 please confirm if Volumes 1 & 2 must be bound together and if Volume 3 should be separately bound but submitted in the same envelope
A: The tender can be submitted as one document and need not be separately bound. It should be noted that the important documents to submit are all returnables. Should bidders wish to hold on to the scope of work part of the document they may do so
3. Q: Will the matter previously submitted about electromechanical engineering requirements be addressed during the meeting?
A: A separate addendum/ notice will be sent to remove this item
4. Q: Should you have one professional for each of the key personnel requested per region? Can a person tender for one region only?
A: different personnel are required for each discipline within a region. (A mechanical engineer will not be the same as a fire specialist). You may tender for any number of regions provided your key personnel per discipline is different.
5. Q can a key person be included in more than one tender team?
Yes. As long as they do not perform more than one professional in a region. If you only have one team, you may still tender for all regions and if you are the highest ranked, you may be offered one region in accordance with the region of preference schedule.
6. Q can a key person be included in more than one tender team
Yes – this will likely be the case when sub consulting to more 'specialist' firms such as fresh water ecologists
7. Q Can the same individual, e.g. be a mechanical engineer for 1 x region + fire engineer for another region + wet services engineer for another region?
A: Yes. As long as they do not perform the same functions in one region. During evaluation the key personnel will be looked at and tenders may be requested to confirm that they will be able to undertake all the work, should the aforementioned be the case, but this will not render a bidder non-responsive
8. Q - When is it planned for year 1 to commence?
A: Year 1 is 01 July of a given financial year. The tender will not exceed three financial years