

TENDER NO. 119C/2022/23



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

SCM - 515 Approved by Branch Manager: 03/04/2020

Version: 4

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CONTRACT DOCUMENT

FOR THE

PROVISION OF PROFESSIONAL SERVICES IN RESPECT OF TRANSPORT SURVEYS AND DATA COLLECTION FROM DATE OF COMMENCEMENT UNTIL 30 JUNE 2026

VOLUME 1: TENDERING PROCEDURES

NOTE:

- The Form of Offer and Acceptance (C1.1) is on **page 55** of this document
- Table 1: Tender Preference Claim (B-BBEE contribution) is on **page 53** of this document.

ISSUED BY:

**DIRECTOR: TRANSPORT
PLANNING & NETWORK
MANAGEMENT
URBAN MOBILITY
CITY OF CAPE TOWN**
Tower Block, Civic Centre
12 Hertzog Boulevard
CAPE TOWN
8001

For official use.

TENDER SERIAL No.:

**SIGNATURES OF CITY OFFICIALS
AT TENDER OPENING**

1.

2.

3.

OCTOBER 2013

| | |
|---|--|
| NAME OF TENDERING ENTITY | |
| EMAIL ADDRESS OF TENDERING ENTITY | |
| FAX NUMBER OF TENDERING ENTITY | |
| NATURE OF TENDER OFFER (please indicate below) | |
| Main Offer (see clause C.2.12) | |
| Alternative Offer (see clause C.2.12) | |

CITY OF CAPE TOWN

URBAN MOBILITY: TRANSPORT PLANNING AND NETWORK MANAGEMENT

CONTRACT NO. 119C/2022/23

PROVISION OF PROFESSIONAL SERVICES IN RESPECT OF TRANSPORT SURVEYS AND DATA
COLLECTION FROM DATE OF COMMENCEMENT UNTIL 30 JUNE 2026

General Tender Information

| | | |
|---------------------------------|---|---|
| TENDER ADVERTISED | : | 9 September 2022 |
| CLARIFICATION MEETING | : | 13h30 on 26 September 2022 (Not compulsory) |
| VENUE FOR CLARIFICATION MEETING | : | Skype meeting. https://meet.capetown.gov.za/claire.holderness/FL8GLFPT |
| CLOSING DATE | : | 19 October 2022 |
| CLOSING TIME | : | 10h00 |
| TENDER BOX & ADDRESS | : | Tender Box 166 at the Tender & Quotation Box Office , 2 nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town |
| TENDER BOX | : | The Tender Document (which includes the Form of Offer and Acceptance) completed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and address of the tenderer, the tender No. and title, the tender box No. and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before closing time. |

If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at the public counter (Tender Distribution Office) for alternative instructions. The onus remains with the tenderer to ensure that the tender is placed in either the original box or as alternatively instructed.

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT'

CITY OF CAPE TOWN

URBAN MOBILITY: TRANSPORT PLANNING AND NETWORK MANAGEMENT

CONTRACT NO. 119C/2022/23

**PROVISION OF PROFESSIONAL SERVICES IN RESPECT OF TRANSPORT SURVEYS AND DATA
COLLECTION FROM DATE OF COMMENCEMENT UNTIL 30 JUNE 2026**

T1.1 Tender Notice and Invitation to Tender

The **CITY OF CAPE TOWN**, Director: URBAN MOBILITY, TRANSPORT PLANNING AND NETWORK MANAGEMENT, invites tenders for Tender No. **119C/2022/23: PROVISION OF PROFESSIONAL SERVICES IN RESPECT OF TRANSPORT SURVEYS AND DATA COLLECTION FROM DATE OF COMMENCEMENT UNTIL 30 JUNE 2026**.

Tenderers must be registered on Supplier Databases as described in the tender conditions.

Tenderers who are not registered on these Supplier Databases are not precluded from submitting tenders, but must however be registered upon being requested to do so in writing and within the period contained in such a request.

Preferences are offered to tenderers who tender in accordance with the Preferential Procurement Regulations, 2017.

The physical address for collection of tender documents is:

Tender Distribution Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.

Documents may be collected during working hours between 08:30 –15:00 from **9 September 2022**.

A non-refundable tender fee of R250.00 payable by EFT or Cash is required on collection of the tender documents.

Queries relating to any issues in these documents may be addressed to Mr D du Preez, Tel No. 021 400 9136, e-mail Dirk.DuPreez@capetown.gov.za.

The Employer's Information Officer who is responsible for overseeing questions in relation to data protection may be contacted at Popia@capetown.gov.za.

A non-compulsory clarification meeting with representatives of the Employer will be held virtually on **26 September 2022 at 13h30**.

The closing time for receipt of tenders is **10h00 on 19 October 2022**.

Telegraphic, telephonic, telex, facsimile and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation that has been issued. Printed Activity Schedules, in the same format (that is, layout, scheduled items and quantities) as those issued electronically by the Employer upon request, may be submitted as stated in the Tender Data.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

By submitting a tender to the City of Cape Town, (and by concluding any ensuing related agreement with the City of Cape Town, if applicable), the Tenderer thereby acknowledges and unconditionally agrees:

- 1.1. that the tenderer has been informed of the purpose of the collection and processing of its personal information as defined in the Protection of Personal Information Act of 2013 ("POPIA"), which, for the avoidance of doubt is for, and in relation to, the tender process and the negotiation, conclusion, performance and enforcement of the ensuing agreement, if applicable, as well as for the City of Cape Town's reporting purposes;

1.2 to the collection and processing of the tenderer's personal information by the City of Cape Town and agrees to make available to the City of Cape Town, all information reasonably required by the City of Cape Town for the above purposes;

1.3 that the personal information the City of Cape Town collects from the tenderer or about the tenderer may be further processed for other activities and/or purposes which are lawful, reasonable, relevant and not excessive in relation to the purposes set out above, for which it was originally collected;

1.4 that, the tenderer indemnifies the City of Cape Town and its officials, employees, and directors and undertakes to keep the City of Cape Town and its officials, employees, and directors indemnified in respect of any claim, loss, demands, liability, costs and expenses of whatsoever nature which may be made against the City of Cape Town (including the costs incurred in defending or contesting any such claim) in relation to the tenderer or the tenderer's employees', representatives' and/or sub-contractors' non-compliance with POPIA and/or the City of Cape Town's failure to obtain the tenderer's consent or to notify the tenderer of the reason for the processing of the tenderer's personal information;

1.5 to the disclosure of the tenderer's personal information by the City of Cape Town to any third party, where the City of Cape Town has a legal or contractual obligation to disclose such personal information to the third party (or a legitimate interest exists therein);

1.6 that, under POPIA, the tenderer may request to access, confirm, request the correction, destruction, or deletion of, or request a description of, personal information held by the City of Cape Town in relation to you, subject to applicable law; and

1.7 that under POPIA, subject to applicable law, the tenderer also has the right to be notified of a personal information breach and the right to object to, or restrict, the City of Cape Town's processing of its personal information.