

MINUTES OF CLARIFICATION MEETING

Tender Number: 65S/2026/27

Tender Description: Term Tender for the Provision of Lawn Mowing Services for the City of Cape Town

Meeting Type: Non-Compulsory Clarification Meeting

Date: 12 October 2026

Time: 10:00 – 11:24

Platform: Microsoft Teams

Chairperson: M Arries

Project Manager: J Bennett

1. Welcome and Opening

Mr M Arries welcomed all attendees and outlined the purpose of the clarification meeting. He emphasized that the meeting was intended to provide clarity on the tender document and address ambiguities or uncertainties. He noted that the session was not intended to debate or amend the tender specifications.

Ms J Bennett advised attendees that the meeting was being recorded and requested all prospective bidders to provide their company details, representative name, email address and contact number via the chat function for attendance purposes.

2. Attendance

Officials Present

- M Arries (Chairperson)
- J Bennett (Project Manager)
- T Jonas (Supply Chain Management Representative)
- N Lucas (Bid Specification Committee Member / Alternate Chairperson)
- B Malumbu (Committee Member)
- E Arendse (Committee Member)
- E Rayners (Committee Member)

Prospective Bidders

Various prospective bidders attended,

Attendance register recorded through the Teams chat function

3. Tender Overview

Ms Bennett presented the tender details:

- Tender Number: 65S/2026/27
- Tender Description: Provision of Lawn Mowing Services
- Contract Duration: 36 months from commencement date
- Tender Closing Date: 22 October 2026
- Closing Time: 10:00
- Tender Box Number: 196

Bidders were reminded to familiarize themselves fully with the tender document and all conditions contained therein.

4. Award Methodology

The Project Manager explained the City's intention to encourage greater participation within the small business sector.

The proposed award structure is:

- One main contractor per area
- Two alternative contractors per area

The City has divided service delivery into:

- 8 Districts
- 25 Service Areas

Allocation Principles

Work will ordinarily be allocated to the Main Tenderer.

Alternative Tenderers may receive work when:

- The main contractor declines work;
- The contractor fails to respond within stipulated timeframes;
- Insufficient resources are available;
- The contractor cannot mobilize within required response times;
- Capacity is inadequate;
- Performance standards are not achieved; or
- Municipal service continuity necessitates alternative allocation.

The City reserves the right to allocate multiple areas to one bidder, provided sufficient capacity can be demonstrated.

5. Functionality Evaluation

Ms Bennett explained that only bidders achieving the minimum functionality threshold would be considered responsive.

5.1 Functionality Criteria

Criterion 1: Commercial Lawn Mowing Experience

Only commercial lawn mowing projects undertaken between **2014 and current date** will be considered.

To qualify as a project:

- Minimum mowing area: **50,000m² per project**

Scoring based on number of qualifying projects:

Number of Projects	Points
1 - 5	10
6 - 10	20
11 - 15	30
16 - 25	40
More than 25	50

Evidence Required

Bidders must submit:

- Purchase Orders;
- Invoices; or
- Letters of Appointment;

along with Schedule F13.1 detailing:

- Client name
- Scope of work
- Start and completion dates
- Area maintained
- Contract value
- Client reference

Criterion 2: Project Value

Projects meeting the minimum area requirement of 50,000m² are further evaluated according to project value.

Maximum score available: **50 points**

5.2 Minimum Qualifying Score

- Maximum functionality score: 100 points
- Minimum qualifying score: 60 points

Failure to submit supporting documentation will result in zero points being allocated for the relevant criterion.

6. Chairperson's Emphasis on Submission Compliance

Mr Arries emphasized the importance of completing all prescribed schedules correctly.

He advised bidders:

- Not to submit company profiles in lieu of required schedules.
- To submit evidence exactly as requested.
- To organize information according to the tender document structure.

Failure to do so could negatively affect evaluation and scoring.

7. Questions and Clarifications

7.1 New Companies with No Project History

Question:

Can newly established companies without completed projects participate?

Response:

The Chairperson advised that the tender requires bidders to demonstrate qualifying completed projects. Without the necessary evidence, bidders would not achieve the required functionality score.

7.2 Multiple Purchase Orders under One Contract

Question:

Can different purchase orders from the same contract be submitted as separate projects?

Response:

Yes, provided they represent distinct projects and can be demonstrated as such.

7.3 Project Value Scoring

Question:

Will a completed project exceeding R200,000 qualify for maximum points?

Response:

Yes. A qualifying project exceeding R200,000 may achieve the highest score within the project value criterion, provided the minimum area requirement of 50,000m² is also met.

7.4 Encouraging Small Business Participation

Question:

Does the functionality requirement disadvantage new entrants and small businesses?

Response:

The Chairperson acknowledged the City's commitment to supporting small business development while maintaining tender requirements.

It was noted that:

- Compliance with tender requirements remains mandatory.
 - Smaller companies can gain experience through subcontracting arrangements.
 - The City encourages subcontractors to develop capacity and eventually participate as main contractors.
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7.5 Appeals Process

Question:

How does the appeal process work?

Response:

SCM representative advised that:

- Appeals may only be lodged once a tender is awarded.
 - Tenderers have 21 days to submit an appeal or objection.
 - Detailed information is contained in the tender document, including Schedule 14 and page 7.
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7.6 Commencement Date of Contract

Question:

When will the contract commence?

Response:

The Project Manager confirmed that implementation is anticipated in:

April 2028

Bidders were reminded that although submissions close in October 2026, contract implementation is planned for 2028.

7.7 Subcontractor Experience

Question:

How will subcontractor experience be evaluated where project values differ from those invoiced by the main contractor?

Response:

The evaluation will consider:

- The qualifying project size;
- The project value reflected in submitted evidence; and
- Compliance with the stated functionality requirements.

Points will be allocated according to the applicable value bracket.

7.8 Equipment and Staffing Requirements**Question:**

Must proof of equipment and labour resources be submitted with the bid?

Response:

No.

The resource requirements are not part of the responsiveness evaluation.

However:

- Successful bidders must have the required resources available at contract commencement.
 - Failure to provide resources during implementation may constitute non-compliance.
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8. Pricing Schedule Clarification

The Project Manager explained that bidders must submit pricing for:

- Mowing up to ankle height (200mm)
- Mowing up to knee height (600mm)

Rates must:

- Be submitted for all 25 areas;
- Be expressed per square metre; and
- Include all costs, including labour, equipment, supervision, vehicles, fuel, plant and overheads.

Year 1 pricing is fixed.

Contract Price Adjustment (CPA) will apply:

- From Year 2 onwards
 - Subject to the prescribed CPA mechanism.
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9. Geographical Service Areas

The City has restructured mowing operations.

Key changes include:

- Previous service structure replaced by 8 Districts and 25 Areas.
- Service areas are smaller than the previous contract arrangement.
- Aim is to broaden participation and increase the number of successful contractors.

The districts are:

1. Table Bay
2. Blaauwberg
3. Tygerberg
4. Northern
5. Southern
6. Cape Flats
7. Mitchells Plain / Khayelitsha
8. Helderberg

Bidders were advised to familiarize themselves with area boundaries and service locations.

10. Operational Requirements

The Project Manager highlighted operational obligations:

Mowing Programme

- Monthly mowing registers will be issued to contractors.
- Contractors must comply with approved mowing schedules.

Completion Period

- Mowing activities must be completed within four weeks of commencement.

Resource Requirement

Minimum requirement per area:

- Three Teams per Area

Each team comprises approximately:

- Brush cutter operators
- Small plant operators
- Mechanical plant operators
- Drivers/Supervisors
- Ground crew personnel

Approximate total workforce required:

- 20 personnel per team
 - 60 personnel per area
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11. Contractor Performance Management

The meeting discussed the City's Contract Readiness Management System (CRMS).

Key points included:

- Contractor performance will be monitored monthly.
- Performance records are maintained electronically.
- Non-performance and non-compliance will be formally recorded.
- Corrective actions must be implemented.
- Persistent poor performance may result in:
 - Suspension
 - Default notices
 - Contract termination

The City emphasized the growing importance of performance management and accountability.

12. Penalties

Bidders were advised that penalties are applicable under this contract.

Examples

A 10% penalty may be imposed where:

- Contractors fail to commence work within 48 hours of receiving a purchase order.
- Contractors fail to meet agreed delivery periods.
- Contractors fail to comply with service requirements.

Penalties apply per service instance and not necessarily to the total contract value.

13. Closing Remarks

No further questions were raised.

The Chairperson thanked:

- City officials for their participation;
- Supply Chain Management for support; and
- Prospective bidders for attending.

Bidders were reminded:

- Tender closing date remains **22 October 2026 at 10:00**.
- Only completed projects up to the tender closing date will be considered for functionality scoring.
- Contract implementation is anticipated from **April 2028**.

The meeting was officially closed at approximately **11:24**

Action Items

Action	Responsible Party
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Familiarise themselves with all tender requirements and schedules	Prospective Bidders
Ensure Schedule F13.1 and supporting evidence are fully completed	Prospective Bidders
Submit bids before closing date and time	Prospective Bidders
Consider staffing, equipment and operational capacity for contract implementation	Prospective Bidders
Refer to appeal procedures contained in the tender document if required	Prospective Bidders

Meeting Adjourned.

**Morton
Arries** Digitally signed
by Morton Arries
Date: 2026.10.13
12:02:35 +02'00'

Joy Bennett Digitally signed by Joy
Bennett
Date: 2026.10.13 12:04:44
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