



CLARIFICATION MEETING

Tender : 100S/2025/26 – Servicing, Repair and Maintenance of Pumps and Associated Works within the City of Cape Town.

Date : 24/11/2025

Meeting Venue : MS Teams Meeting (Online)

Time : 10:00 AM

#	Description	Action
1.	Welcome and Introduction	
1.1.	Meeting opening and tender introduction.	NC
1.2.	Meeting delegates informed that the meeting will be recorded.	NC
1.3.	Delegates introduction and the organisation they were representing.	All
1.4.	NC notified the delegates that the contract manager and the contract admin will be finalised after award.	NC
2.	General Tender Information	
2.1.	General information about tender advertisement, closing date and time, as well as the tender box number shared with everyone.	NC
2.2.	Closing date for the tender is the 9 th of December 2025 at 10:00 AM, not the 09 November 2025 as per the presentation.	NC
2.3.	Tender applicable template as well as the email address for any queries shared with everyone.	NC
2.4.	Clarification meeting not compulsory, but highly recommended.	NC
3.	Schedule of Rates	
3.1.	Schedule of rates split into four groups: Schedule A – Preliminary, General & Some Labour Schedule B – Supply and Delivery of Spares Schedule C – Servicing, Repair and Maintenance (Labour Rates) Schedule D – Consumables and Sundries	NC
3.2.	There are 1418 line items in total. Schedule of rates table and structure explained to everyone.	NC
3.3.	Delegates reminded to complete the rates for each and every line items, even the one where the bidder does not intend to charge (if any) the City of Cape Town.	NC
3.4.	Some line items have a very broad definition; delegates encourage to try and find a rate for all line items that can cover a range for certain line items, specifically, the bearings and mechanical seals.	NC
4.	CPA – Contract Price Adjustment	
4.1.	The tender will commence on the 1 st of December 2026.	NC
4.2.	The submitted rates will be fixed for the first 12 th months of the tender. The CPA will only apply at the beginning of the second year as well as the beginning of the third year.	NC



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4.3.	Applicable SEISFSA shared with everyone.	NC
5.	Scope Of Work	
5.1.	This tender is for pumps repairs and maintenance, not for procurement of new pumps.	NC
5.2.	Provisional sums line items explained to everyone.	NC
5.3.	No procurement of new pumps will be allowed under this tender.	NC
6.	Standard Quality Control Procedure	
6.1.	Applicable quality control plans and procedures explained to everyone.	NC
6.2.	Bidders are allowed to make use of their own quality control plans as long as they are in compliance with ISO 9906.	NC
7.	Eligibility	
7.1.	Bidders reminded to complete and return all applicable documents, to be deemed responsive.	NC
7.2.	Key personnel requirements and points awarding discussed with everyone.	NC
7.3.	Minimum score for functionality, discussed with all delegates.	NC
7.4.	Information required as proof for key personnel and track record discussed with all delegates.	NC
8.	Evaluation	
8.1.	The two system for evaluating the submitted bids, discussed with all delegates.	NC
8.2.	The preference points system as well as the typical works basket will be used to evaluate the submitted bids.	NC
8.3.	Tender value is above R 50 million Rands over 36 months, thus, the 90/10 preference point system applies.	NC
8.4.	The 90/10 preference point system explained to all meeting delegates	NC
8.5.	The typical basket method of evaluation explained to all meeting delegates.	NC
9.	Awarding	
9.1.	The procurement procedures for the City of Cape Town was explained to all meeting delegates.	NC
9.2.	The City of Cape Town will appoint three winners (i.e. one winner per region), as well as three additional service providers as standby (i.e. one additional standby per region).	NC
9.3.	Schedule F.13B, document explained to all meeting delegates, how this will be executed during the awarding of regions in this tender process.	NC
10.	Additional Conditions	
10.1.	The City of Cape Town will prefer that a service provider has a workshop facility within the region there are allocated for, or within the City of Cape Town metropolitan.	NC
10.2.	The workshop requirement, will not be used as part evaluation criteria, this is just a contract condition.	NC



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10.3.	A service provider that does not have a workshop facility within the City of Cape Town municipality, will be given a chance to set-up their workshop within the metropolitan after award. The service provider will be given 30 days to set up their workshop.	NC
11.	Works Packages	
11.1.	The works package process was explained to all present in the meeting.	NC
11.2.	This tender is not for emergencies, the potential service providers are encourage not to start any work without being issued a PO. If the work done without a PO, the service provider will be doing the work at their own risk.	NC
11.3.	The provisional sums usage was also explained to all the meeting delegates. The potential service providers were also encouraged to make sure they are familiar with the works package process.	NC
12.	Common Errors	
12.1.	Common mistakes that can cause a tenderer to be consireded non-responsive were also covered. All meeting delegates were encouraged to make sure they are familiar with these. ➤ No signed undertaking received. ➤ Submitting incorrect CVs for key personnel ➤ Submitting incorrect qualifications for key personnel ➤ Submitting incorrect professional registration details ➤ Track record not clear in meeting the requirements	NC
13.	Questions and Answers	
13.1.	Q: Can we work with one big project and basically categorize each pump that we've done within that one big project, or does it have to be 15 separate projects? A: <i>The tender document refers to a pump, pump power rating and repairs. Therefore, the answer is yes, you can categorize each pump that you have worked on within one big project.</i>	DS NC
13.2.	Q: Also, that 33% of each category. If you go for the Max points, you're working on 4 pumps per category, but that won't give you more than 12, which means you'll have to go for 15 Or five pumps per category. A: <i>This was designed like this to ensure that we get a nice spread-out experience from a potential service provider, with respect to the pump sizes, as per the tender document requirements.</i>	DS NC
13.3.	Q: Is the City of Cape Town asking us to keep our prices firm and fixed for 24 months? A: <i>Yes, the prices can only be adjusted 12 months after the contract has commenced, through the application of CPA. These are procedures and rules inline with SCM Policy as well as the City of Cape Town Policies.</i>	RJvR NC
13.4.	Q: It is not reasonable and also unfair to the service providers to keep the prices firm and fixed for 24 months. Is there anything the City of Cape Town can do, allow for the price increase, immediately after the tender is awarded? A: <i>I will go back consult with SCM as well as BSC, to see if there is nothing that can be done about this issue. The response will be posted as a notice to all bidders.</i>	RJvR NC

Water & Sanitation Directorate

Engineering & Asset Management

Minutes of Meetings

nkululekohumphrey.cele@capetown.gov.za



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13.5.	Q: Schedule A – P&Gs, line items 3 – 5, will these be specific to a works package? A: <i>Correct, this will be specific to a works package.</i>	LG NC
13.6.	Q: Will these be fixed rates items. A: <i>Correct, these will be the submission of a document. These should be charged only if the document was submitted.</i>	LG NC
13.7.	Q: Some of these activities will require supervision, where do we charge the cost for that? A: <i>The cost for this can be charged under section C1 of the schedule of rates.</i>	LG NC
13.8.	Q: Mechanical seals and bearings sections, the suppliers can only give prices for items 160 mm or less, anything above these sizes become specialised applications and will need to be ordered and manufactured for that application. It does not come standard. Can you clarify why the City of Cape Town is asking for the bigger sizes. A: <i>The bigger sizes were included to ensure that we cover everything that we have within the City of Cape Town, with respect to our fleet and/or equipment.</i>	HZ NC
13.9.	Q: We cannot get the bigger sizes as standard parts, only as specialised application. So can we exclude these line items from the schedule of rates. A: <i>I will consult with BSC and see if we can exclude and/or not award these line items, as per the request. The response will be sent as part of the notices from this meeting.</i>	HZ NC
13.10.	Q: Is this tender one original copy, and there is no original plus a copy. A: <i>Correct, this tender has only one document applicable to all other regions. Everyone will be evaluated based on this document.</i>	RJvR NC

Signature : 