



# MEETING MINUTES

DATE	03 June 2025
CONTRACT	271S/2024/25: PRUNING OF TREES NEAR LOW VOLTAGE AND MEDIUM VOLTAGE OVERHEAD LINES AS WELL AS CLEANING OF SUBSTATION AND ELECTRICITY FACILITY GROUNDS FOR DISTRIBUTION AREAS: EAST, NORTH AND SOUTH
TIME	10:00 to 12:00 pm
LOCATION	Boardroom 3.69, Third Floor, Head Office Building, Bloemhof Centre, Oakdale, Bellville
PURPOSE	Briefing meeting (Virtual and physical, non-compulsory but strongly recommended)

## MEETING NOTES

AGENDA / ACTION ITEMS	Reference	DISCUSSION SUMMARIES
<b>Introduction</b>		<ul style="list-style-type: none"> <li>- Introduction of the City's project team.</li> <li>- It was emphasized that the intention of the clarification meeting was to provide an overview of the Tender Document and the aim is to highlight some important aspects of the Tender Document.</li> <li>- It is the responsibility of Tenderers to familiarize themselves with the contents of the Tender documents published.</li> <li>- Tenderers to ensure that the document is filled in completely and signed with supporting documents attached.</li> <li>- Tenderers to sign the attendance register before leaving.</li> <li>- Questions &amp; Answers session to be held after the presentation.</li> </ul>
<b>Discussion</b>	<b>General Tender Information Page 1-Page 3</b>	<ul style="list-style-type: none"> <li>- Tender No: 271S/2024/25</li> <li>- Tender Description: Pruning of Trees near Low Voltage and Medium Voltage Overhead Lines as well as Cleaning of Substation and Electricity Facility Grounds for Distribution Areas: East, North And South</li> <li>- Tender advertised on 16 May 2025</li> <li>- Closing date is 23 June 2025 at 10 am.</li> <li>- Tender Fee of R200.</li> <li>- Non – refundable tender fee payable to the City of Cape Town (CCT) for a hard copy of the tender document. This fee is not applicable to website downloads of the tender document.</li> </ul>



**Procurement Procedures  
(Page 6)**

**Page 7**

- Clarification meeting (Non-compulsory, but strongly recommended)
- Tender box number 199.
- Tender box address: Tender & Quotation Boxes Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.
- The Tender Document (which includes the Form of Offer and Acceptance) completed and signed 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 endorsement "**271S/2024/25: PRUNING OF TREES NEAR LOW VOLTAGE AND MEDIUM VOLTAGE OVERHEAD LINES AS WELL AS CLEANING OF SUBSTATION AND ELECTRICITY FACILITY GROUNDS FOR DISTRIBUTION AREAS: EAST, NORTH AND SOUTH**", the tender box number 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. It remains the tenderer's responsibility to ensure that the tender is placed in either the original box or as alternatively instructed.
- Queries relating to the document can be e-mailed to:
- CCT Tender Representative: [SCM.Energy@capetown.gov.za](mailto:SCM.Energy@capetown.gov.za)

**Clause 2.1.5.1**

- Unless otherwise stated in the Conditions of Tender, a contract will be concluded with the tenderer who scores the highest number of tender adjudication points.
- The City of Cape Town intends to appoint one main tenderer and one alternative tenderer to provide all the required services under this contract.
- The alternative tenderer shall be utilised when the main tenderer defaults, refuses or is unable to do the work due to capacity or other constraints during the contract period.
- The alternative tenderer will be notified by the City of Cape Town representative to commence with services in terms of the specification and conditions of tender and contract. Should this happen, the alternative tenderer will be given a notice period of one month to commence work.

**Clause 2.1.7 - CCT Supplier Database Registration**



	<p><b>Page 7</b></p> <p><b>Page 8</b></p> <p><b>Page 8</b></p> <p><b>Page 9- 10</b></p>	<p><b>Clause 2.1.8</b> - National Treasury Web Based Central Supplier Database (CSD) Registration</p> <p><b>Clause 2.2.1.1</b></p> <ul style="list-style-type: none"><li>- Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document and the Conditions of Tender. An 'acceptable tender must "COMPLY IN ALL" aspects with the tender, Conditions of Tender, all Specifications (i.e., item C.5 below, hereinafter the "Specifications"), pricing instructions herein and the Contract including its conditions.</li></ul> <p><b>Clause 2.2.1.1.1</b></p> <ul style="list-style-type: none"><li>- Only those tender submissions from which it can be established, inter alia that a clear, irrevocable and unambiguous offer has been made to CCT, by whom the offer has been made and what the offer constitutes, will be declared responsive.</li><li>- It was emphasized that no new information will be accepted after the closing date of tender. Tenderers are reminded to populate the schedules completely and to submit all the required supporting documents to avoid being deemed non-responsive or losing functionality points due to missing documentation. Examples of required documents include certificates for personnel: Trade Test certificates, Project Completion certificates, CVs, Vehicle Registration certificates, etc.</li><li>- Clarification shall not be sought to allow a tenderer to rectify non-compliance as that would be affording them a second opportunity.</li></ul> <p><b>Clause 2.2.1.1.4.1</b> - Minimum score for functionality</p> <p>Functionality criteria:</p> <ul style="list-style-type: none"><li>✓ <b>Previous Experience</b>- Scores for minimum to maximum years of experience were explained as per tender specification. Experience will be considered until the tender closing date.</li><li>✓ <b>Key Personnel</b>- Scores for minimum to maximum number of Supervisor, Pest Control Operator, Small plant Operator and Chainsaw Operator were explained as per tender specification.</li></ul> <ul style="list-style-type: none"><li>- The minimum qualifying score for functionality is <b>60</b> out of a maximum of <b>95</b>.</li></ul>
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	<p><b>Page 51</b></p> <p><b>Page 120 - 122</b></p> <p><b>Page 55</b></p>	<p><b>Clause 1.1 of the specification</b></p> <ul style="list-style-type: none"><li>- This specification is limited to the pruning of trees and vegetation in close proximity to or encroaching public lighting installations, low voltage (230/400V) overhead lines, medium voltage (11000V) overhead lines and other electrical infrastructure assets of the Electricity Generation and Distribution Department (EG&amp;D) distribution networks in order to ensure minimum safety clearances as prescribed in applicable legislation and industry standards.</li><li>- This specification also covers the cleaning of EG&amp;D's electrical substations and facility grounds in order to remove any foreign objects and vegetation inside and encroaching the electrical substation grounds.</li><li>- <b>Schedule F.13A:</b> In order to score the minimum functionality points for company experience, the tenderer shall have a minimum of 2 years as of tender closing date in tree pruning, substations and facility grounds cleaning or similar scope as per clause 1.1 of the specification. The details of the company experience must be completed in Returnable Schedule F.13A – Annexure A at time of closing of tender.</li></ul> <p><b>Clause 5.1 of the specification</b></p> <ul style="list-style-type: none"><li>✓ 5.1.1.3 One Supervisor with a minimum of 2 years' supervisory experience in similar work as specified in clause 1.1 of the specification. A Supervisor may also be a Responsible Person in terms of NRS 040-3:2007. It is a contract requirement that the responsible person certificate be submitted before commencement of the contract.</li><li>✓ 5.1.1.2 One Pest Control Operator registered in terms of the Fertilizers, Farm Feeds, and Agricultural Remedies Act (Act No. 36 of 1947, with a minimum of 2 years' experience. Tenderer must submit with the tender document a valid registration certificate of each Pest Control Operator. The Pest Control Operator may also be a Responsible Person in terms of NRS 040-3:2007. It is a contract requirement that the responsible person certificate be submitted before commencement of the contract.</li><li>✓ 5.1.1.1 One Small Plant Operator with a minimum of 2 years' relevant experience and must be able to operate a Lawn-mower, Weed Eater, and Brush Cutter. The Small Plant Operator may also be a Responsible Person in terms of NRS 040-3:2007. It is a contract requirement that the responsible person certificate be submitted before commencement of the contract.</li></ul>
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	<p><b>Page 123 - 126</b></p> <p><b>Evaluation of tender offers</b> <b>Page 17 - 18</b></p> <p><b>Page 19</b></p> <p><b>Page 107</b></p> <p><b>The contract</b> <b>Page 22</b></p> <p><b>Page 23</b></p> <p><b>Page 24</b></p> <p><b>Price Schedule</b> <b>Page 37</b></p>	<ul style="list-style-type: none"><li>✓ 5.1.1.4 One Chainsaw Operator with a minimum of 2 years' experience in operating and handling of chainsaw, tree climbing and accessing, pruning and felling. The Chainsaw Operator may also be a Responsible Person in terms of NRS 040-3:2007. It is a contract requirement that the responsible person certificate be submitted before commencement of the contract.</li><li>- <b>Schedule F.13B:</b> Tenderer must fill in the schedule below with details of the staff to be utilised at the time of tendering and attach certificates of the pest control officer to the tender document.</li><li>- The following clauses were discussed under clause 2.3.10.3 Scoring of tenders (price and preference)<ul style="list-style-type: none"><li>✓ Clause 2.3.10.3.1</li><li>✓ Clause 2.3.10.3.2</li><li>✓ Clause 2.3.10.3.3</li><li>✓ Clause 2.3.10.3.4</li></ul></li><li>- <b>Table B1</b> -Awards above R750 000 and up to R50 mil (VAT Inclusive)- It was emphasized that the tenderers must submit supporting documents or evidence as per Table B1 for each preference item or point claimed.</li><li>- <b>Schedule F.4</b> - Specific goals for the tender and points claimed.</li><li>- The contract.</li><li>- <b>C.1</b> - Details of tenderer/supplier.</li><li>- <b>C.2</b> - Form of offer and acceptance- Tenderers were urged to populate the form of offers.</li><li>- <b>C.4</b> - The price instructions discussed are highlighted below:<ul style="list-style-type: none"><li>✓ Clause 5.1</li><li>✓ Clause 5.2</li><li>✓ Clause 5.3</li><li>✓ Clause 5.4</li><li>✓ Clause 5.5</li></ul></li></ul>
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	<p><b>Page 37</b></p> <p><b>Specification(s) Page 51 - 76</b></p> <p><b>Special Conditions of Contract Page 81</b></p> <p><b>Page 103</b></p> <p><b>Page 119</b></p> <p><b>Questions &amp; Answers</b></p>	<ul style="list-style-type: none"><li>✓ Clause 5.6</li><li>✓ Clause 5.7</li><li>✓ Clause 5.8</li><li>✓ Clause 5.9</li><li>✓ Clause 5.10</li></ul> <ul style="list-style-type: none"><li>- Area of preference explained</li><li>- Items in the pricing schedule were discussed</li></ul> <ul style="list-style-type: none"><li>- The tender specification was explained to the attendees. An emphasis was made on the following clauses:<ul style="list-style-type: none"><li>- Clause 1- The scope of specification</li><li>- Clause 6 - Technical Specification</li><li>- Clause 7 - General</li><li>- Clause 2 - Allocation of work</li><li>- Clause 3 – Response time</li><li>- Clause 5 - Crew</li><li>- Clause 11 – Protective Clothing</li><li>- Clause 10 - Penalties</li><li>- Clause 5 - Vehicles and Specialized Equipment</li><li>- Clause 13 - Documentation</li><li>- Clause 8 - Personnel Protective Equipment</li><li>- Clause 10 - Penalties</li></ul></li><li>- Clause 11 - Insurances</li></ul> <ul style="list-style-type: none"><li>- <b>Schedule F.1: Contract Price Adjustment</b></li></ul> <ul style="list-style-type: none"><li>- <b>Schedule F.13: Information to be provided with the tender:</b> Tenderers to indicate if the required information is provided and the schedules listed are completed.</li></ul> <ol style="list-style-type: none"><li>1. <b>Q:</b> Does the tender allowed a tenderer to submit an offer only for substation work? <b>A:</b> Tenderers cannot submit an offer for portion of the specification. The offer submitted is for work in a Distribution Area and the tenderer will have to execute all</li></ol>
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		<p>the work covered in the specification on section C.5 Specification of the contract and not just substations in the Distribution Area.</p> <p>2. <b>Q:</b> Item 1.13 of the pricing schedule indicates that the size in square meters of the substation is greater than 600 m<sup>2</sup> but up until what size square meter is the biggest substation. <b>A:</b> Please refer to the notice 1 published.</p> <p>3. <b>Q:</b> Will the tenderer staff be authorized to work on substations and overhead lines? <b>A:</b> The tenderer staff shall have a responsible person authorized in terms of NRS 040-3:2007 as per clause 5.1.1.7 of the specification. The authorized responsible staff will be responsible for accepting permits and supervising staff on site.</p> <p>4. <b>Q:</b> What safety precautions does the tender allow when working in dangerous areas? <b>A:</b> The tender makes provision for the tenderer to use security services and a reactive team onsite when working in areas that are prone to crime as per clause 18 of the specification. The use of security is subject to approval by the City of Cape Town representative.</p> <p>5. <b>Q:</b> Does this tender require tenderers to have vehicles to execute work? <b>A:</b> The tenderer is required to have vehicles as per clause 5.1.1.12 of the specification. Tenderers are also required to have tools and equipment as per clause 4 of the specification.</p>
<b>Action Items</b>	<b>City's Team</b>	- Issue Meeting Minutes
<b>Meeting Closure</b>		