

# TENDER NO. 1Q/2022/23



CITY OF CAPE TOWN  
ISIXEKO SASEKAZI  
STAD KAAPSTAD

SCM - 518

Approved by Branch Manager: 03/04/2020

Version: 5

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## FRAMEWORK CONTRACT DOCUMENT (WINNER-TAKES-ALL TYPE)

FOR THE

**Term tender for the supply, delivery, installation and maintenance of grassing to Community Services and Health Directorate Facilities within the City of Cape Town for a period of three years**

**Framework Contract Period:** 36 Months from Commencement Date  
**Works Projects:** Above R0 up to R1 000 000

## VOLUME 1: TENDERING PROCEDURES

### NOTE:

- The Form of Offer and Acceptance (C1.1) is on **page 62** of this document
- Table 1: Preference Schedule (B-BBEE contribution) is on **page 60** of this document

ISSUED BY:	COMPILED BY:	For official use.
DIRECTOR : RECREATION AND PARKS: DIRECTORATE CITY OF CAPE TOWN Tower Block, Civic Centre 12 Hertzog Boulevard CAPE TOWN 8001	XYZ Consulting Engineers (Pty) Ltd Address CAPE TOWN 8001	TENDER SERIAL No.:
		SIGNATURES OF CITY OFFICIALS AT TENDER OPENING
		1.
		2.
		3.

February 2015

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

DIRECTORATE: COMMUNITY SERVICES AND HEALTH  
CONTRACT NO. 1Q/2022/23

TERM TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF GRASSING TO  
COMMUNITY SERVICES AND HEALTH DIRECTORATE FACILITIES WITHIN THE CITY OF CAPE TOWN  
FOR A PERIOD OF THREE YEARS

## General Tender Information

TENDER ADVERTISED : 08 July 2022

CIDB CONTRACTOR GRADING  
DESIGNATION : 7SH or higher

SITE VISIT/CLARIFICATION MEETING : Not compulsory, but strongly recommended) will  
be held on 20 July 2022 at 10:00 as per the below  
link.

VENUE FOR SITE VISIT/CLARIFICATION  
MEETING : <https://meet.capetown.gov.za/julius.kitty/8l0bt214>

CLOSING DATE : 08 August 2022

CLOSING TIME : 10:00am

TENDER BOX & ADDRESS : **Tender Box 154** at the **Tender & Quotation  
Box Office**, 2<sup>nd</sup> Floor (Concourse Level), Civic  
Centre, 12 Hertzog Boulevard, Cape Town.

The Tender Document (which includes the Form of Offer and Acceptance) completed in all respects, plus any additional supporting documentation 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

DIRECTORATE: COMMUNITY SERVICES AND HEALTH

CONTRACT NO. 1Q/2022/23

TERM TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF GRASSING TO COMMUNITY SERVICES AND HEALTH DIRECTORATE FACILITIES WITHIN THE CITY OF CAPE TOWN FOR A PERIOD OF THREE YEARS

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## Part T1: Tendering procedures

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CITY OF CAPE TOWN

DIRECTORATE: COMMUNITY SERVICES AND HEALTH

CONTRACT NO. 1Q/2022/23

**TERM TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF GRASSING TO COMMUNITY SERVICES AND HEALTH DIRECTORATE FACILITIES WITHIN THE CITY OF CAPE TOWN FOR A PERIOD OF THREE YEARS**

## **T1.1 Tender Notice and Invitation to Tender**

The CITY OF CAPE TOWN, COMMUNITY SERVICES AND HEALTH, invites tenders for Tender No. DP 5350Q/2019/2020: TERM TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF GRASSING TO COMMUNITY SERVICES AND HEALTH DIRECTORATE FACILITIES WITHIN THE CITY OF CAPE TOWN FOR A PERIOD OF THREE YEARS

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

Tenderers who are not registered on these 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.

Tenderers must have a CIDB contractor grading designation of 7SH or higher

Preferences are offered to tenderers who tender in accordance with the Preferential Procurement Regulations, 2017. Furthermore, in terms of these Regulations. Bids must be compliant with the preferential procurement regulations, 2017 including but not limited to local content, functionality, price and preference, eligibility criteria and relevant statutory criteria. The details of this are contained in the tender document. Only locally produced or manufactured goods, meeting the stipulated minimum threshold for local production and content will be considered.

The physical address for collection of tender documents is:

**Tender Distribution Office**, 2<sup>nd</sup> Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.

Documents may be collected during working hours between 08:30 – 15:00 from 8 July 2022.

A non-refundable tender fee of R300.00 is required on collection of the tender document by cash or EFT

Queries relating to any issues in these documents may be addressed to Mr Julius Kitty Tel No. 021 814 1270 , e-mail: Julius.Kitty@capetown.gov.za

A non-compulsory but strongly recommended site visit/clarification meeting with representatives of the Employer will take place via Skype on <https://meet.capetown.gov.za/julius.kitty/8l0bt214> starting at 10h00.

The closing time for receipt of tenders is 10:00 on.

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

Tenders may only be submitted on the tender documentation that has been issued. Printed Schedules of Rates, in the same format (that is, layout, scheduled items, units and quantities, if applicable) 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.