



E: SCM.Tenders17@capetown.gov.za

24 April 2026

NOTICE TO TENDERERS NO: 1
Pages: 22

TENDER NO: 198S/2025/26
DESCRIPTION: Provision of professional services specialised services to provide Independent Chairperson for facilitating of Residents Monitoring Committee Meetings

CLOSING DATE: 7 May 2026

TENDER BOX NO: 215

Dear Sir/Madam

This Notice to Tenderers forms an integral part of the Contract and is an addendum which must be recorded in Schedule F.12: Record of Addenda to Tender Documents and bound within the 'Returnable Schedules'. Tenderers should take note of the following:

Find attached the non-compulsory site clarification meeting minutes as well as a presentation for the meeting that was held on 21 April 2026.

Please ensure all replacement pages have been inserted in your submission and the notice is recognised as part of the bid submission.

Yours faithfully,

Urban Waste Management
Digitally signed by Urban Waste Management
Date: 2026.04.24 07:41:44 +02'00'

For: Director: Supply Chain Management

WRITTEN ACKNOWLEDGEMENT OF RECEIPT OF NOTICE 1 – 198S/2025/26

Signature..... Date.....

Legal and full name of tendering entity:

.....



MEETING MINUTES

Date: 21 April 2026
Time: 10H00 – 11H30
Venue: Online via Microsoft Teams
Subject: **RE: NON-COMPULSORY BRIEFING FOR BIDDERS: 198S/2025/26 - PROVISION OF PROFESSIONAL SERVICES OF AN INDEPENDENT CHAIRPERSON TO FACILITATE RESIDENTS MONITORING COMMITTEE MEETINGS AND HOST AN ONLINE ENVIRONMENTAL COMPLIANCE AUDIT PORTAL FOR URBAN WASTE MANAGEMENT FACILITIES**

Attendance Register:

Name & Surname	Organisation	Designation
Oliver Stotko (OS)	City of Cape Town	Head – Disposal
Waleed Galvaan (WG)	City of Cape Town	Principal Professional Officer – Disposal
Faith Selleng Nkopane (FSN)	City of Cape Town	Assistant Professional Officer – Disposal

Apologies: N/A

Discussions:

Item	Agenda	Action
1.	ATTENDANCE	
	<ul style="list-style-type: none"> OS, WG, FSN and prospective bidders were present. 	
2.	WELCOME	
	<ul style="list-style-type: none"> OS welcomed everyone and commenced with the meeting. 	
3.	MEETING PURPOSE	
	<ul style="list-style-type: none"> OS explained that the purpose of the meeting was to provide a non-compulsory clarification briefing to prospective bidders regarding 	

Item	Agenda	Action
	<p>Tender 198S/2025/26. An attached presentation covering the key points raised is provided as Annexure A.</p> <ul style="list-style-type: none"> • The meeting aim was to: <ul style="list-style-type: none"> ○ Highlight key requirements of the tender. ○ Clarify aspects of the scope of work, website portal requirements, functionality criteria, and pricing schedule. ○ Provide bidders with an opportunity to raise questions for clarity. • It was reiterated that bidders must rely primarily on the tender documents, and that this session was for information purposes only. 	
4.	Discussions	
	<p><u>Overview of Scope of Work:</u></p> <ul style="list-style-type: none"> • OS provided a summary of the scope, which includes: <ul style="list-style-type: none"> ○ Appointment of an independent chairperson to facilitate Residents Monitoring Committee (RMC) meetings. ○ Review, confirmation, and finalisation of existing RMC constitutions. ○ Professional facilitation of scheduled and ad hoc RMC meetings. ○ Verification and approval of meeting minutes. ○ Development, hosting, and maintenance of an online environmental compliance audit portal. <p><u>Residents Monitoring Committees:</u></p> <ul style="list-style-type: none"> • It was noted that RMCs are required as per the waste licences/permits for specific landfill sites (including Coastal Park and Vissershok). • Ad hoc RMC meetings may also be required at other waste management facilities when necessary. <p><u>Website Portal Requirements:</u></p> <ul style="list-style-type: none"> • The portal must: <ul style="list-style-type: none"> ○ Allow registration of Interested and Affected Parties (I&APs) which allows I&APs to check their consent for personal information database storage according to the Protection of Personal Information Act (POPIA). ○ Include a user verification process via email during I&AP registration. ○ Allow users to opt in for specific RMCs. 	

Item	Agenda	Action
	<ul style="list-style-type: none"> ○ Provide view-only access to external environmental compliance audit reports and supporting appendices. ● No fixed visual template will be provided; however, website design requirements outlined in the tender must be met. ● The City of Cape Town will collaborate with the appointed service provider on the final look and user-friendliness. <p><u>Query: Website Design Template:</u></p> <ul style="list-style-type: none"> ● A bidder queried whether a prescribed website design or template was required. ● OS confirmed that no specific template is prescribed, provided that the website design requirements in the tender are met and the portal is professional. <p><u>Query: Functionality Scoring – Website Experience:</u></p> <ul style="list-style-type: none"> ● A bidder raised concern that the functionality criteria referencing Environmental Impact Assessments (EIAs) may be exclusionary. ● OS clarified that EIAs were cited as an example only. Any relevant experience in public participation website processes may be submitted, including RMC portals or similar platforms amongst other public participation website processes. <p><u>Functionality Criteria:</u></p> <ul style="list-style-type: none"> ● Bidders were reminded that: <ul style="list-style-type: none"> ○ Functionality scoring consists of company experience (60 points) and key personnel experience (40 points). ○ The minimum qualifying score for functionality is 70 out of a maximum 100. ○ Required proof includes redacted signed minutes and screenshots or evidence of website portal published work. <p><u>Pricing Instructions:</u></p> <ul style="list-style-type: none"> ● OS highlighted that: <ul style="list-style-type: none"> ○ All prices tendered must include all expenses, disbursements (except printing and communication services linked to pricing items 3.2.1 and 3.2.2) and costs (e.g. transport, accommodation etc.) that may be 	

Item	Agenda	Action
	<p>required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.</p> <ul style="list-style-type: none"> o Prices must be provided for each line item and for each of the three contract years. 	
5.	CLOSURE	
	<ul style="list-style-type: none"> • OS confirmed that: <ul style="list-style-type: none"> o The meeting minutes and presentation would be circulated. o All formal queries must be submitted via the official Supply Chain Management email with the tender reference. • The meeting was adjourned and participants were thanked for their attendance. 	

Minutes recorded by: Waleed Galvaan

Annexure A: Non-compulsory Briefing for Bidders Presentation: 198S/2025/26 - PROVISION OF PROFESSIONAL SERVICES OF AN INDEPENDENT CHAIRPERSON TO FACILITATE RESIDENTS MONITORING COMMITTEE MEETINGS AND HOST AN ONLINE ENVIRONMENTAL COMPLIANCE AUDIT PORTAL FOR URBAN WASTE MANAGEMENT FACILITIES

**Oliver
Stotko**



Oliver Stotko (Meeting Chairperson)

Head – Disposal: Special Projects & Innovation, Waste Services, Urban Waste Management



CITY OF CAPE TOWN
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Non-Compulsory Briefing for Bidders

TENDER NUMBER 198S/2025/26: PROVISION OF PROFESSIONAL SERVICES OF AN INDEPENDENT CHAIRPERSON TO FACILITATE RESIDENTS MONITORING COMMITTEE MEETINGS AND HOST AN ONLINE ENVIRONMENTAL COMPLIANCE AUDIT PORTAL FOR URBAN WASTE MANAGEMENT FACILITIES

21 April 2026

Oliver Stotko: Head – Disposal Special Projects and Innovation
Urban Waste Management Directorate

Making progress possible. **Together.**

Overview

- 1. Welcome and Instructions**
- 2. Bid Specification for Provision of Professional Services of an Independent Chairperson to Facilitate Residents Monitoring Committee Meetings and Host an Online Environmental Compliance Audit Portal for Urban Waste Management Facilities**

Welcome and Introductions



CITY OF CAPE TOWN
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Welcome and Instructions

- 1. Please fill in your name, company representing and contact email in the chat section for the attendance register.**
- 2. This is a non-compulsory, but strongly recommended briefing for information purposes.**

Bid Specification for Provision of Professional Services of an Independent Chairperson to Facilitate Residents Monitoring Committee Meetings and Host an Online Environmental Compliance Audit Portal for Urban Waste Management Facilities

Background

- The City of Cape Town, Waste Services Department; Disposal Branch is managing various solid and urban waste management facilities, including waste disposal facilities, within its municipal boundaries. The facilities include operational landfill sites, operational waste management facilities, closed landfill sites and historic landfill sites. The facilities are managed and operated in terms of the conditions as stipulated in the environmental authorisations such as permits or waste management licences as well as the Refuse Transfer Stations (RTSs), Material Recovery Facilities (MRFs), Drop of Facilities (DoFs) (regulated by two NN&Ss: Government Notice (GN) 1093, GN 926), Compost Plants (CPs) (regulated by one NN&S: GN 561).
- One of the conditions that must be adhered to is the establishment and maintaining of Residents Monitoring Committees (RMC) at the various waste disposal facilities in accordance with permit/licence conditions and as set out in the environmental authorisations. The purpose of the RMC is to review and consider the findings of the external compliance audits completed at the facilities.
- The City of Cape Town therefore intends appointing a professional service provider to fulfil the role of the Independent Chairperson of the residents' monitoring committees from date of commencement up to 36 months. The City reserves the right to increase or reduce the number of meetings at each facility. The tendered rate will apply for any additional meetings.

Scope of Work – Review of Current Committee Structures

The key activities that will be required:

- The review and confirmation of the structure of the two existing monitoring committees, including the confirmation of the constitution of each committee which will include terms of reference as a code of conduct for members.
- Chairperson to confirm that each Committee has a valid constitution and that the Committees are made up of the required parties that include the representatives of the permit holder, officials representing municipal, provincial and national departments regulating waste related functions as well as legitimate interested and affected parties.
- Review of the constitutions of existing committees.
- Distribute constitutions to committee members for comment and review. • Allocate a time slot on the meeting agenda to discuss the constitution with committee members.
- The constitution to be finalised within first year of tender.
- Adopt constitution.

Scope of Work – Facilitation of Meetings

The chairperson will amongst other activities be responsible for:

- Leading and presiding over meetings
- Ensuring adherence to meeting agendas, governance frameworks, and procedural rules
- Facilitating discussion and decision-making
- Ensuring meetings are conducted professionally, efficiently, and transparently
- Confirming and approving the accuracy of meeting minutes

Scope of Work – Website Portal Development

The service provider will be required to develop a website portal which allows for the following functions:

- A registration page for interested and affected parties which must include the following:
 - Form submission fields including name, surname, email address, contact number and POPI Act agreement/disclaimer to share information and the entries made by public into this field must be collated under a user profile with a username and password. The conditions of use agreement checkbox must be provided and link to conditions of use page to be developed for the website in conjunction with the City of Cape Town.
 - The registering party must provide a login email address in order to access the portal external environmental compliance audit reports and this will go through a email Verification step (Confirmation Link) to ensure that the email address is valid and owned by the user as follows:
 - Upon registration, the system stores the user as "pending" and sends a unique, secure link to their email address.
 - Mechanism to activate: User clicks the link sent to them, which directs them to an endpoint (e.g., /activate/user/user ID), changing their status to "active".

Scope of Work – Website Portal Development

- A registration page for interested and affected parties which must include the following (continued):
 - In addition to the above this registration should allow for interested and affected parties to indicate whether they wish to sign up (via check box or other appropriate means) for specific RMC's namely Coastal Park WDF and/or Vissershok WDF.
 - A user registration database will be required to be maintained and the activation of registered users to this database is priced under C4 Pricing Schedule Item 2.3.
 - Should any abuse of conditions of use occur the user's active registration should be able to be revoked for breaches of the conditions of use.

Scope of Work – Website Portal Development

The service provider will be required to develop a website portal which allows for the following functions:

- For registered users they must have access to the provided external audit reports that are loaded with appendices for respective sites and dates. This must make allowance for a landing page which has all sites listed and then when clicking into a specific site (e.g.: Coastal Park Waste Disposal Facility) the users are brought to the page listing of all external environmental compliance reports listed per month and year and the reports and appendices for these environmental compliance audits must then be available for viewing only. The website publishing of the various reports is priced under C4 Pricing Schedule Item 2.4 for each of the respective sites (i.e. items 2.4.1 to 2.4.30)

Scope of Work – Website Miscellaneous Activities

- Website Portal Hosting Fees:
 - The service provider will be required to cover the website portal hosting fees and be reimbursed under C4 Pricing Schedule Item
- Website Activation of Registering User:
 - The registering party must provide a login email address in order to access the portal external environmental compliance audit reports and this will go through a email Verification step (Confirmation Link) to ensure that the email address is valid and owned by the user as follows:
 - Upon registration, the system stores the user as "pending" and sends a unique, secure link to their email.
 - Mechanism to activate: User clicks the link, which directs them to an endpoint (e.g., /activate/user/user ID), changing their status to "active".
- Website publishing of external environmental compliance audit reports (with all appendices including the prior completed internal environmental compliance audit)

Functionality Criteria

Evaluation Criteria	Evaluation Area	Breakdown of evaluation area	Weight
<p style="text-align: center;">Company Experience (complete Schedule 13A)</p>	<p>Experience in environmental and waste management meeting facilitation/public participation. Tenderer to list all environmental and waste management facilitation meetings or public participation process meetings in the past 10 years or that are underway at present. Signed off minutes (redacted if necessary) and record of publication thereof must be submitted as proof. Failure to submit above-mentioned evidence would result in zero scoring).</p>	0 public meetings (0 points)	25
		1 to 2 public meetings (10 points)	
		3 to 4 public meetings (20 points)	
		More than 4 public meetings (25 points)	
	<p>Experience in public participation website processes. Tenderers to list all projects successfully completed in publishing documentation for public participation processes on a web portal (for example environmental impact assessment reports). Screenshot or record of publication on a public website must be submitted as proof. Failure to submit above-mentioned evidence would result in zero scoring).</p>	0 projects (0 points)	35
		1 to 2 projects (10 points)	
		3 to 4 projects (25 points)	
		More than 4 projects (35 points)	



Functionality Criteria (continued)

Evaluation Criteria	Evaluation Area	Breakdown of evaluation area	Weight
Key personnel Experience (complete Schedule 13B)	Project Manager / Chairperson: Environmental or public facilitation experience. Signed off minutes (redacted if necessary) indicating key personnel acting as chairperson thereof must be submitted as proof. Failure to submit above-mentioned evidence would result in zero scoring).	0 public facilitation process meetings (0 points)	25
		1 to 2 public facilitation process meetings (10 points)	
		3 to 4 public facilitation process meetings (20 points)	
		More than 4 public facilitation process meetings (25 points)	
	Project Assistant: Experience in the secretariat and administrative processes of meetings.	0 public facilitation process meetings (0 points)	15
		1 to 2 public facilitation process meetings (5 points)	
		3 to 4 public facilitation process meetings (10 points)	
		More than 4 public facilitation process meetings (15 points)	
		Total:	100

The minimum qualifying score for functionality is 70 out of a maximum of 100.

Pricing Instructions (See C4 Pricing Schedule of Tender)

- All prices tendered must include all expenses, disbursements (except printing and communication services linked to pricing items 3.2.1 and 3.2.2) and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
- The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule.

Questions



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Thank You

For queries Email: SCM.Tenders17@capetown.gov.za (All correspondence must have the tender reference as the subject)

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