

MEETING MINUTES



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

WS/Minutes/001

20/11/2020

WATER AND SANITATION DEPARTMENT

Version: 3

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COMPILED BY:APO

Project Progress Meeting

APPROVED BY: PPO

113G/2024/25 Non – Compulsory Site Clarification Meeting attended Skype online SUPPLY AND DELIVERY OF PORTABLE FLUSH TOILET UNITS AND PORTABLE NON-FLUSHING CHEMICAL TOILET UNITS FOR THE CITY OF CAPE TOWN

Date: 14 November 2024

Time: 10:00 – 12:00

A virtual clarification meeting will be conducted via Skype

Type of Meeting	Tender Clarification Meeting
Committee	Luviwe Nogqala - Luviwe Nogqala@capetown.gov.za Zixolile Welemva - Zixolile.Welemva@capetown.gov.za Mogammad Niyaz Ismail – MogammadNiyazIsmail@capetown.ov.za Zuzeka Tyakume – Zuzeka.Tyakume@capetown.gov.za Mogamad Zahier Abrahams – Mogamad.Abrahams@capetown.gov.za Tabisa Goci – Tabisa.Goci@capetown.gov.za Thabang Motsoahae – Thabang.Motsoahae@capetown.gov.za Nozibele Kweyama – Nozibele.Kweyama@capetown.gov.za Zolile Bolotina – Zolile.Bolotina@capetown.gov.za Yolanda Baliso – Yolanda.Baliso@capetown.gov.za NombasaAnnitaTyandyatha NombasaAnnitaTyandyatha@capetown.gov.za
Scriber	Yolanda Baliso
1. Welcome	Zixolile Welemva
2. Minutes of Previous meeting	N/A
3. Apologies	No

		Action
	IMPORTANT NOTES/ACTIONS ITEMS Zixolile Welemva : Presented the PowerPoint presentation with information of the Tender document that was advertised highlighting sections: General Tender Information clarified Highlighted Tender advertised date, Closing date and closing time and Box as highlighted in the document. Tender is advertised on the 1 November 2024 closing date 3 December 2024, virtual clarification meeting at 10.00am and Tender box 154 in 2nd Floor Civic Centre. - Tender document consist of 2 Sections. - How the employer intends to appoint. - Highlighted the Tenderer's obligations: Functionality criteria - Company Experience - Schedule of Rate - Preference Point System - Contract Price Adjustment - Penalties - Returnable documents (Annexure F) - Common Errors by Tenderers - Submitting incomplete returnable schedules. Track record not clear in meeting requirements. Failure to adhere to tender pricing instructions and making assumptions instead of seeking clarity. All these points will	Zixolile

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effectively deemed tender non-responsible. So bidders is required to please scrutinize and engage the tender document meaningfully.

Questions raised in the meeting:

Questions from tenderers:

What are the requirements for joint ventures, and is it mandatory to register on the City of Cape Town's supplier database if I am already registered on the CSD?

Answer:

Suppliers are required to register on the City of Cape Town's supplier database, in addition to being registered on the CSD. Refer to clause 2.1.7 of the tender document pertaining the City of Cape Town's supplier database.

Regarding joint ventures (JVs), the standard requirements apply. The JV must be established before submitting the bid, and all supporting documents related to the JV must be included with the bid. Refer to clause 2.2.1.1.2 (b) and 2.2.1.1.2 (c) of the tender document pertaining the joint ventures.

Questions from tenderers:

For the City of Cape Town supply database, is registration required before submitting a bid, or can it be completed after the award?

Answer:

It is important to note that suppliers must be registered before an award is made. Refer to clause 2.1.7 of the tender document pertaining the City of Cape Town's supplier database.

Questions from tenderers:

Regarding the Contract Price Adjustment, if you select option C the Pricelist/ Quotation but fail to provide the quotation with your bid, does this result in automatic disqualification?

Answer:

Providing that quotation is crucial, as it serves as the basis to calculate future CPAs. Without it, we will not be able to process any contract price adjustments in the future. It is the Supplier's responsibility to provide the information as per the tender document. Refer to clause 2.2.1.1 of the tender document.

Questions from tenderers:

Regarding the units we are quoting on, are there any estimated quantities of toilets that need to be supplied?

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	<u>Answer:</u> The documents specify that bidders are required to submit rates, which will be applied to historical quantities to determine the evaluation value. However, these quantities are not disclosed as they form part of the evaluation process. Therefore, they are not included in the tender document. Bidders are only required to provide the rate per unit <u>Questions from tenderers:</u> With regards to the wording of this tender, I just need clarify. Is it supply, delivery and servicing? <u>Answer:</u> In terms of the tender specifications, its supply and delivery, no servicing included. Meeting closed at 12:00	
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Zixolile Welemva

Digitally signed by Zixolile
Welemva
Date: 2024.11.21 17:51:18 +02'00'

DATE: 21 November 2024

CHAIRPERSON'S / PROJECT MANAGER SIGNATURE