

Subject		316S/2022/23: THE PROVISION OF LIFT MAINTENANCE AND EVENT SUPPORT SERVICES FOR THE CAPE TOWN STADIUM (RF) SOC LIMITED		
Meeting Objective		Tender Clarification Meeting		
Meeting Date		17 April 2023	Meeting Location	DHL Stadium Cape Town
Start Time		10:00		
Attendance Register- Attached				
Minutes of Meeting				
#	Discussion Points		Representative	
1.	Introduction		BD	
1.1	Blake DOliveira (BD) introduced himself and the CTS team present. All attendees were requested to complete their company details and contact information on the attendance register.		BD	
2.	Presentation			
2.1	BD presented slides outlining the scope of works and items to consider when completing the tender. The following points were covered: 1. Welcome 2. Attendance Register 3. Background 4. Tender Scope of Works/Specifications 5. Tender Evaluation Process 6. Supply Chain Compliance Requirements 7. Functionality Evaluation 8. Compliance to Scope of Work/Specifications 9. Pricing Schedule 10. Questions & Answers 11. Closure 12. Site Walk A copy of the presentation is enclosed to the minutes for information. The below represents specific aspects discussed.		AP & BD	
2.2	BD highlighted the importance of SCM Compliance, Technical evaluation, functionality and pricing schedule. Bidders were urged to ask as any questions they may have. The questions raised and answers provided will be distributed as part of the briefing session minutes. If there are any questions which cannot be answered at the meeting, a formal response will be provided we the presentation and meeting minutes are distributed (i.e. through an official Notice to Tenderers). Bidders must only send questions, in writing, directly to BD as the SCM representative for the tender.		BD	

2.3	<u>ALL RELEVANT POINTS TO HIGHLIGHT IS AS PER THE PRESENTATION.</u> <u>Background to the tender:</u> There are twenty (20) lifts in service at Cape Town Stadium which must be maintained in terms of routine maintenance checks, servicing and minor repairs will be covered under this contract. The appointed service provider must have the expertise to service all the existing lifts in the CTS building. <u>Evaluation process to be followed:</u> The evaluation process was explained to all those present. All offers will be evaluated in terms of the Conditions of Tender and the CTS SCM Policy as detailed in slide 5 of the Presentation. BD highlighted that although the City of Cape Town provides administrative support to the Stadium, the tender process in in terms of the Stadium's own SCM Policy and procedures. Blake highlighting the new evaluation on Price and Preference. Prior to January 2023, all bids were evaluated in terms of price and preference using the BBBEE certificate and the corresponding level. Since the implementation of the 2022 Preferential Procurement Police Framework Act Regulations however, Organs of State is now required to set its own specific preference goals for each tender. The goals applicable to this tender were highlighted as the following: 1. Points for Race = 10 points 2. Points for Gender = 10 points Bidders were advised to read through Section 5 of the Preference Schedule (i.e. Schedule 3 of the tender document) and ensure that they submit the acceptable documentation which supports their preference claims. <u>Specifications:</u> Allen Pietersen (AP) highlighted that the 20 lift brands within the Stadium are Otis, Schindler and Nu-Line. The successful bidder must have the resources and capability to services all the brands installed. The scope of the contract consists of preventative maintenance, any emergencies, call-outs, fault finding, management of any servicing/maintenance and repairs to the lifts. It was made clear that bidders must have all the appropriate hardware and software. AP made specific reference to Point 5 of the tender specifications (Additional Included Components and service offering), on page 32 of the tender document.	AP & BD
-----	--	---------

	This clause highlights components which must be included in the maintenance costs tendered (i.e. they may not be charged as additional fees/items). Functionality: The minimum qualifying score for functionality is 60 points out of a maximum of 100 points as detailed in slide 7 of the Presentation. AP encouraged bidders to make sure that the contact information provided is the most up-to-date, including their email address. Bidders were also encourage to adhere to the format of the documentation and provide the details as requested. Where additional pages are required, bidders may attach these but it must be in a similar format. AP highlighted that the staff listed in the functionality must be the staff in the employ of the bidder or whom the bidder has access to (i.e. through an agreement or undertaking), as this will be the staff who will be expected to be on site. Pricing Schedule: The intention of the tender is to appoint one (1) suitable contractor. Prices must be completed according to the units in Pricing Schedule and bidder must price on all items. Failure to price on all items may result in the offer being deemed non-responsive. CTS will charge a 15% event fee on all work rendered (by the bidder) at or for a specific event hosted at the Stadium. The labour rates (Schedule B of the Pricing Schedule) tendered must be inclusive of this 15% fee.	
3.	Questions And Answers	
3.1	Question 1: On the front cover of the tender document, does total bid price refer to the price for a year or a month? Answer: This refers to the Total Estimated Monthly Cost (Incl. VAT) as per page 22 of the tender document. Question 2: The tender document specifies a box number into which the bid must be placed, but there is only one box in the tender distribution office at the Civic Centre, and the staff there have advised that they will place the tenders in the appropriate boxes as a bidder. So must the tender be placed into this one box or the specific tender box as stated on the tender document? Answer: Bidders are to submit the tender in the correct tender box number (i.e. as per the box number stated on the tender document). If the allocated tender box is full, please enquiry from the staff at the Civic Centre if another box will be used. The staff at the Civic Centre will make sure to place the tender with the box number assigned.	

End of Meeting

Reviewed and approved by:

.....

Allan Pietersen

Senior Superintendent

Cape Town Stadium (RF) SOC LTD

.....

Date