

CLARIFICATION MEETING TENDER 164 &165 G/2023/2024		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
SUPPLY CHAIN MANAGEMENT – TENDERS & CONTRACTS			
SCM - 537	Approved: 13/08/2018 by Branch Manager	Version: 13	Page 1 of 4

DESCRIPTION:	Tender 164 & 165G/2024/25
SESSION:	Site Meeting 1
HELD ON:	13 February 2025 Microsoft Teams Meeting

ATTENDANCE REGISTER

NAME	DEPARTMENT	CONTACT NUMBER
Bongiwe Madlingozi	Urban Waste Management	
Xolani Mbane	Urban Waste Management	
Ebrahim Brink	Urban Waste Management	
Vendors Attended		
	Minutes	
1	The Chair opened the meeting at 09:15 and apologise for the late start due to connectivity issues. Chair requested the attendees to register their names and the companies they represent. The Chair introduced herself and ask her BID Committee Members to introduce themselves. Ebrahim Brink and Xolani Mbane introduced themselves respectively. Chair indicated that the SCM Staff is expected to join us but at this stage, they are caught up in another meeting. Once they free they will join us in this meeting. Chair indicated that this is a site meeting for tender 164 and 165 G/ 2024/25 respectively. The reason the meetings are intertwined it is because the documents are the same in as far as the tender conditions and requirements therefore, it does not make sense to have separate meetings that will convey the same message and content.	
2	Chair indicated that 164 we require a 3-year period and the start date is projected to be next year and is for various sizes of compactors.	
3	In 165G/2024/25 is a supplementary tender to the current tender 49G and for a 19cm ³ compactor truck and we need that as soon as possible. As soon as that tender is awarded, it will run parallel to the current tender, which is 49G, which would expire next year in 30 th June 2026.	
4	For tender 164G for the various trucks the commencement date will be the 1 st July 2026	
5	Chair indicated that we would not go through the whole document except to highlight clauses and issues that must be taken into serious consideration when filling the document. If in the process of this	

	engagement there is an issue that was not addressed clear t, feel free to state it on an e-mail and send it to us and we will respond accordingly.	
6	As we have indicated that, our SCM colleagues are still in another meeting if the question require their response it would be escalated as such. In case of a query, this e-mail can be used to channel that issue. (scmtender71@capetown .gov.za	
7	The work allocation and how it will be awarded we will be appointing two (2) service providers. Which will be the highest ranking and the additional alternative or standby tender. How will that work , the work will be given to the highest tenderer should that tenderer fail to deliver as expected the tender's contract will be terminated and the second ranked tenderer will be activated. Work will not be split between the first ranking and the second ranking during the period of the contract.	
8	The tender is as when required there are no set quantities that would be taken care for by the operation.	
9	As indicated the contract will be for 36 months from the commencement date until the contract expired. If all goes well it is projected to begin on the 1 st July 2026 if not at any date thereafter.	
10	The Chair advised the attendees to take note of the tender's obligations which appears on clause 2.2 and you must be compliant with those clauses please do read them they are very critical in terms of valuation and I will highlight them in this meeting.	
11	Please go through these clauses 2.2.1 to 2.2.1.1.7 and start from A to M and make sure that you are compliant. The most critical clause that you must care of is from clause 2.2.1.1.8 to 2.2.1.1.1.12 please make sure that you must meet those required documents or comply with the conditions as stated.	
12	2.2.1.1.8 we require that you submit technical brochure and it must be for the latest chassis and compactor it must be for the proposed make and model , should there be discrepancies between proposed make and model of the vehicle offered the tenderer will be deemed non responsive. Whatever you offer under the price schedule and specification must match the documentation that you will be submitting which is technical brochure. That would be to check for compliance	
13	Mass distribution drawings must be submitted under clause 2.2.1.1.1.8 that is applicable to Tier 1, 2 and 3 the drawings must be SA matrix as required in the tender specification for the vehicle they are offering. Tier 1, 2 and 3 the drawing must depict the entire refuse compactor the mass distribution diagram must be the make and model should there be discrepancies between the make and model the tenderer will be deemed non responsive.	
14	Submit 2.2.1.1.8 and 2.2.1.1.9 and 2.2.1.1.10 which is the builders of motor vehicle registration certificate in terms of national road traffic act. For the Compactor body builder motor vehicle certificate issued by the Provincial Government Department of Transport and Public Roads.	
15	You are required to produce a proof of registration as a motor dealer under clause 2.2.1.1.11 that is applicable for Item Tier 1 ,2 and 3. The tenderer must produce a proof in the form of e-natis or proof as a motor dealer or manufacturer registered with the Provincial Government.	
16	Produce copy of Manufacture Franchise Agreement or Dealer agreement with the Original Equipment Manufacturer for all the vehicles. It is critical that you meet the requirements of 2.2.1.1.8 to 2.2.1.1.11	
17	Please do read other conditions, as I will not be going through them.	
18	The contract is operational in nature but the vehicle procurement will be required by operations. The tender is 90/10 meaning is above R50 mil and it is spread throughout the 6 items.	

19	You are not required to offer under all items, as they are 6. Only offer to the items you can deliver on, for an example if you offer under item 1 only you will be evaluated on that item only.	
20	Under the companies, please indicate which type of the company you belong to and complete form of offer, which talks to that category of companies. Complete Health and Safety form its important.	
21	Price Schedule is also critical from 5.1 to 5.7 please do read through and comply accordingly.	
22	Take note when completing price schedule from clause 5.8 to 5.11	
23	Clause 8 refers to price adjustment	
24	Tenderer may submit price adjustment immediately after commencement of contract and you must chose a price adjustment methodology from the document.	
25	Tenderer will be evaluated from the total price per item and therefore tenderer must provide price for the main and all sub items.	
26	5.11 The tenderers must include the licensing, registration, number plate costs and all other associated costs in the tender price as a once off cost.	
27	The Chair showed the attendees as to how to fill in the prices in the 5.8 to 5.11 schedules.	
28	Hiring a 6x4 19cm ³ refuse compactor give price for the chassis, refuse compactor and optional extras and give the total price for the entire truck.	
29	Requiring 12cm ³ refuse compactor that will be fitted on an existing truck no chassis is needed only compactor unit with make and model and the total price with optional extras.	
30	This tender is not a fixed price tender it's price adjustment tender,	
31	Prices submitted for the main item and its sub items must be calculated and totalled in the total unit of the price schedule.	
32	The tenderer will be evaluated for total price per item therefore; tenderers must provide total price and all sub items.	
33	The tenderers must give price for the high level and low-level binlifters separately. Schedule must be full completed.	
34	20cm ³ Rotary Drum that will be fitted to the existing chassis 6x4. The make and model of the drum is only needed.	
35	We will not go through the specification because it is very comprehensive unless Ebrahim wanted to bring some issue to your attention for consideration. If there is a question that we cannot provide an answer we will take it and communicate a response later.	
36	Ebrahim indicated that it is important that the mass distribution diagrams that you send with your tender document must speak to the item you offer. Same as the brochure it must speak to the item you are tendering it is very important.	
37	In the document there are columns that shows yes or no if you comply, you will indicate YES if not you will indicate NO.	
38	Qashif of Hydrenco raised a question on specification on page 46 clause 13.5 and 47 clause makes reference to an addendum however there are no addendums in the documents.	
	Bongiwe replied to Qashif in positive and say yes that there is no addendums but will send a notice to that effect indicating that in this tender there are no addendums, anywhere in the document where it talks about addendum that should be ignored page 46 clause 13.5 and any other page.	

	Qashif had no further question after the reply from the Chair.	
	Bongiwe highlighted what is critical to the evaluation committee in the special conditions of contract	
	All the conditions will be applicable in contract and on tender; therefore consideration must be given to that.	
	No performance security applicable to this tender, however you must be compliant with your insurance because you must have R20 mil in public liability.	
	The warranty would be whatever is detailed under the specification would be a warranties for each item.	
	This tender has various penalties for various number of days you are not delivering when you are expected to do so. These penalties will be enforced please manage them and comply with the terms of your tender.	
	The service provider that will be awarded the contract must at least have workshop or have access to it in the event of mechanical work to be performed. That workshop must be OEM accredited. In the event that you do not have a workshop at the time of being awarded the contract, you will be given 90 days to find or set up a workshop that is functional and accredited by OEM.	
	In the event that you cannot set up a workshop after the 90 days have been given to you, it means that a minor bridge will have to be done giving you further +/- 14 days to set up or find a workshop failing which a contract will be terminated.	
	The City official may visit your premises anytime to inspect if the workshop is in place and the terms of the contract are still maintained.	
	In the CPI you will notice that A , B are not applicable for the local content you will have to choose between C and D for local content. For important goods you can choose between F , G and H or any combination of two categories thereof.	
	For example if you choose C you must complete schedule F1C and if you choose D you must complete F1D. In the event you want to furnish certain documents make sure that you are compliant.	
	Seifsa is not applicable. If you choose the supplier manufacturing price that would be applicable and certain documents must be completed.	
	If you tendering as a consortium complete the relevant document or section and make sure that you are compliant with the terms of the consortium or Joint venture, submit all the documents that speak to that business arrangement.	
	From schedule F3 to F9 you must complete all the relevant schedules , submit and complete all relevant documents in accordance with your business arrangement.	
	All the schedules that are standard I will not venture into but you are advised to read through them.	
	In the event you have deviations pertaining to any part, terms , conditions, schedules , Specifications but not limited to the above mentioned issues. Put them in a letter and reference them accordingly.	
	Schedule 11 you will list all the documents you have submitted on this page.	
	Schedule 14 if after the award of tender and you are not satisfied this is the form that you must complete to appeal to the City.	
	Bongiwe opened the floor for the attendees to ask question prior to closing the meeting.	
	Siganeko Mtya from UD Trucks posed a question of clarity as to where to add the registration and number plate cost in the document.	

	Bongiwe replied thus you will add the cost to the main price however it must appear in the line items as cost for such when cost analysis is made. This is because there is no line item for such costs herein the document.	
	Ebrahim concur that the licensing cost must be included in the main item cost.	
	Bongiwe reiterated that 164G is the replacement of 49G which is our current tender and will expire on the 30 th June 2026. 164G is planned to commence on the 1 st of July 2026 and 165G which is the 19cm ³ Compactor Truck with just one item, is the supplementary of tender 49G and once that contract is Awarded it will commence hence forthwith, 165G will run concurrent with 49G which will expire simultaneously in June 2026	
	The Chair advised the attendees to communicate if there is an issue that they want to raise on this tender to the address provided.	
	The Chair adjourned the meeting at 11:12	

I, the chairperson of the clarification meeting confirm the above minutes are correct and a true reflecting the discussion of the meeting.

SIGNATURE OF THE CHAIRPERSON: **Bongiwe Madlingozi** Digitally signed by Bongiwe Madlingozi
DN: cn=Bongiwe Madlingozi, o=2025.02.24 16:42:50 +0200 DATE: _____