

TENDER NO: 110S/2023/24

DESCRIPTION: SERVICING, DIAGNOSTIC TESTING, FAULT FINDING AND REPAIRS OF THE CITY OF CAPE TOWN'S HEAVY PLANT COMMONLY NAMED AS "YELLOW PLANT".

MEETING CALLED BY: Fleet Management Services – Human Resource Department

SESSION DATE:	30 November 2023
SESSION TIME:	09:00a.m – 10:00a.m
SESSION VENUE:	Skype Meeting
SESSION TYPE:	Non- Compulsory Briefing Session
FACILITATOR(S)	Lihle Cetywayo and Charles Abrahams

NAME AND SURNAME	REPRESENTING
Charles Abrahams	CCT
Lihle Cetywayo	CCT

a) Welcome, Introduction – Lihle Cetywayo/Charles Abrahams

Lihle Cetywayo , from City of Cape Town Fleet Management Services, briefly highlighted the purpose of the meeting and advised that this is a Non- Compulsory Briefing Session and therefore all bidders who would like to submit a bid for this project may do so. Bidders were requested to provide their names, surnames, email addresses and the company names that they are representing on the IM box. The minutes of the meeting and a presentation will be sent out to the public.

- Suppliers were informed of the tender closing date and time. They were advised that they allowed submitting their tender documents before the closing date, and they don't have to wait for the last day.
- Potential bidders were advised to adhere to communication protocol provided on the tender document and should only communicate in writing to the City representative, **Lihle Cetywayo** using the contact details provided in the tender document.
- Related technical or compliance questions should be forwarded to the City representative and the City will respond to them accordingly in a form of a notice.
- Tenderers obligations – tenderer are required to complete all returnable schedules and should a document be completed by a delegated employee, a letter of authority must be submitted together with the tender document.
- The CCT intends to appoint a panel of service providers .
- Functionality scoring will be applicable, please read through the requirements to ensure you provide the required information. The minimum score must be 70 in order to be considered.
- Tenderers to provide pricing for all items of choice under the price schedule. Items tendered for must also be marked under Schedule 13A.

TENDER BRIEFING / CLARIFICATION SESSION

MINUTES



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Page | 2

- All returnable schedules must be completed in full and submitted with the tender. Supporting documentation must be submitted with the tender.
- Tenderers to make sure that they go through Clause 22 of the Special Conditions for the penalties that will be invoked.
- The planned and ad hoc maintenance interventions will encompass the complete heavy plant item i.e. driveline, all hydraulic / hydrostatic drive components and associated electro hydraulic controls as well as any engineering repairs to the steel frame / undercarriage of the City of Cape Town s heavy plant.
- The above-mentioned fleet assets need periodic and ad-hoc maintenance interventions i.e. dealing with scheduled services, hydraulic statutory inspection, diagnostic testing, fault finding, repairs, maintenance, breakdowns and load testing (if applicable).
- It will be required that service providers examine the list of asset makes in Annexure 13A and then select those types which match his / her area of expertise.
- The approved service providers forming part of this panel will be asked to perform such interventions either at his / her place of business as in the case of scheduled or periodic maintenance, or on site when dealing with breakdowns.
- The PM highlighted the following items under the Specifications.
 - Scope of Works
 - Fleet asset
 - Workshop requirements
 - Breakdowns and Reactive maintenance
 - Minor Breakdowns
 - Major Breakdowns
 - Major Repairs

QUESTIONS

No questions were received from the attendees.

MEETING ADJOURNED @ 09:40a.m.