

TENDER NO. 252C/2024/25



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

SCM - 515 | Approved by Branch Manager: 15/07/2024

Version: 5.4

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CONTRACT DOCUMENT

FOR THE

PROVISION OF PROFESSIONAL SERVICES IN RESPECT OF THE PREPARATION AND IMPLEMENTATION OF EMBEDDED GENERATION AND ENERGY EFFICIENCY PROJECTS

THE TENDER

NOTE:

- The Form of Offer and Acceptance (C1.1) is on **page 37** of this document.
- Table 1: Tender Preference Claim Form is on **page 126** of this document.

ISSUED BY:

**DIRECTOR: SUSTAINABLE
ENERGY MARKETS
ENERGY DIRECTORATE
CITY OF CAPE TOWN**
Tower Block, Civic Centre
12 Hertzog Boulevard
CAPE TOWN
8001

For official use.

TENDER SERIAL No.:

SIGNATURES OF CITY OFFICIALS AT TENDER OPENING

1.

2.

3.

APRIL 2025

NAME OF TENDERING ENTITY	
EMAIL ADDRESS OF TENDERING ENTITY	
FAX NUMBER OF TENDERING ENTITY	
NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause C.2.12)	
Alternative Offer (see clause C.2.12)	

CITY OF CAPE TOWN

DIRECTORATE: DEPARTMENT

CONTRACT NO. 252C/2024/25

PROVISION OF PROFESSIONAL SERVICES IN RESPECT OF THE PREPARATION AND IMPLEMENTATION OF EMBEDDED GENERATION AND ENERGY EFFICIENCY PROJECTS

General Tender Information

TENDER ADVERTISED	:	25 April 2025
CLARIFICATION MEETING	:	10h00 on 9 May 2025 (Not compulsory but strongly recommended)
VENUE FOR CLARIFICATION MEETING	:	Online (MS Team) https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2Q4YWNjMTEtOTU1MC00ODJmLWFIMGQtNmEyZTBjODg5MDhk%40threadd.v2/0?context=%7b%22Tid%22%3a%22ff731495-b3c8-44b3-93f8-6fca8fc5a699%22%2c%22Oid%22%3a%2202866ede-0f71-4e0b-9951-ba1bd466cc7d%22%7d Meeting ID: 378 708 279 706 Passcode: YS786AT2
CLOSING DATE	:	28 May 2025
CLOSING TIME	:	10h00
TENDER BOX & ADDRESS	:	Tender Box 211 at the Tender & Quotation Box Office , 2 nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town
TENDER BOX	:	The Tender Document (which includes the Form of Offer and Acceptance) completed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and address of the tenderer, the tender No. and title, the tender box No. and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before closing time. If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at the public counter (Tender Distribution Office) for alternative instructions. The onus remains with the tenderer to ensure that the tender is placed in either the original box or as alternatively instructed.

**TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT
REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT,
DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH
REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE
WORDS 'OR EQUIVALENT'**

CITY OF CAPE TOWN**DIRECTORATE: DEPARTMENT**

CONTRACT NO. 252C/2024/25

**PROVISION OF PROFESSIONAL SERVICES IN RESPECT OF THE PREPARATION AND IMPLEMENTATION
OF EMBEDDED GENERATION AND ENERGY EFFICIENCY PROJECTS**

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Part T1: Tendering procedures

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CITY OF CAPE TOWN

DIRECTORATE: DEPARTMENT

CONTRACT NO. 252C/2024/25

PROVISION OF PROFESSIONAL SERVICES IN RESPECT OF THE PREPARATION AND IMPLEMENTATION OF EMBEDDED GENERATION AND ENERGY EFFICIENCY PROJECTS

T1.1 Tender Notice and Invitation to Tender

The **CITY OF CAPE TOWN**, ENERGY : DIRECTORATE, SUSTAINABLE ENERGY MARKETS DEPARTMENT, invites tenders for Tender No. **252C/2024/25: Provision of Professional Services in Provision of Professional Services in Respect of The Preparation And Implementation of Embedded Generation And Energy Efficiency Projects**

Tenderers must be registered on Supplier Databases as described in the tender conditions.

Tenderers who are not registered on these Supplier Databases are not precluded from submitting tenders, but must however be registered upon being requested to do so in writing and within the period contained in such a request.

Preferences are offered to tenderers who tender in accordance with the Preferential Procurement Regulations and the City of Cape Town's Supply Chain Management Policy (SCM Policy). Furthermore, in terms of these Regulations and the SCM Policy, tenderers are required to meet the HDI and/or RDP specific goals

The physical address for collection of tender documents is:

Tender Distribution Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.

Documents may be collected during working hours between 08:30 –15:00 from **25 April 2025**.

A non-refundable tender fee of R250.00 payable by cash or Electronic Funds Transfer (EFT) in favour of the City of Cape Town is required on collection of the tender documents.

The Employer's Information Officer who is responsible for overseeing questions in relation to data protection may be contacted at via email Popia@capetown.gov.za. Additional contact details are provided in clause C.1.6.5.6 of the Tender Data.

Queries relating to any issues in these documents may be addressed to SCM.Tenders23@capetown.gov.za

A non-compulsory but strongly recommended clarification meeting with representatives of the Employer will be held on **9 May 2025 at 10h00** online via MS Teams. Meeting link provided above under General Tender Information.

The closing time for receipt of tenders is **10h00 on 28 May 2025**.

Telegraphic, telephonic, telex, facsimile and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation that has been issued. Printed Activity Schedules, in the same format (that is, layout, scheduled items and quantities) as those issued electronically by the Employer upon request, may be submitted as stated in the Tender Data.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

MS Teams Meeting link, ID and password

https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2Q4YWNjMTEtOTU1MC00ODJmLWFIMGQtNmEyZTBjODg5MDhk%40thread.v2/0?context=%7b%22Tid%22%3a%22ff731495-b3c8-44b3-93f8-6fca8fc5a699%22%2c%22Oid%22%3a%2202866ede-0f71-4e0b-9951-ba1bd466cc7d%22%7d

Meeting ID: 378 708 279 706

Passcode: YS786AT2

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LOCALITY PLAN – SITE VISIT/CLARIFICATION MEETING VENUE