



MEETING MINUTES

DATE	19 February 2025
CONTRACT	168S/2024/25– FIRST LINE RESPONSE – DISTRIBUTION AREA EAST, NORTH AND SOUTH
TIME	10:00 to 12:00 pm
LOCATION	Auditorium, Ground Floor, Head Office Building, Bloemhof Centre, Oakdale, Bellville
PURPOSE	Briefing meeting (Virtual or physical, non-compulsory but strongly recommended)

MEETING NOTES

AGENDA / ACTION ITEMS	Reference	DISCUSSION SUMMARIES
Introduction		- Introduction of the City's project team. - The intention of the clarification meeting was to highlight certain parts of the document with the aim to assist the tenderer with completing the submission.
Discussion	General Tender Information (Page 1-Page 3)	- Tender No: 168S/2024/25 - Tender Description: First Line Response – Distribution Area East, North And South - Contract Period: ✓ Area East - from date of commencement of the contract not exceeding five(5) years (Subject to approval of an MFMA section 33 process) ✓ Area North – from date of commencement of the contract not exceeding four(4) years (Subject to approval of an MFMA section 33 process) ✓ Area South – from date of commencement of the contract not exceeding three (3) years - Tender advertised on 31 January 2025 - Clarification meeting on 19 February 2025 (Non-compulsory, but strongly recommended) - Closing date is 06 March 2025 at 10 am - Tender box number 201, Tender & Quotation Boxes Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.



	Procurement Procedures (Page 5) Minimum score for functionality. (Page 8- Page 9)	- Tender Fee of R200 (Non-refundable) - All enquiries to be sent to CCT Tender Representative at SCM.Tenders21@capetown.gov.za Clause 2.1.5.1 - City of Cape Town intends to appoint one main tenderer per district to provide all the required services under this contract and in addition one alternative tenderer per district in the event that the main tenderer defaults, refuses to do the work or has capacity constraints during the contract. The alternative tenderer shall be one of the main tenderers in that Area. The alternative tenderer will be notified by the City of Cape Town representative to commence with services in terms of the specification and conditions of tender and contract. The alternative tenderer will be given a notice period of seven (7) calendar days' notice to commence work. Tenderers will only be awarded one district. If less than the required number of offers are received, the City may award more than one district to a tenderer subject to the tenderer having sufficient resource to undertake an additional district. If insufficient responsive bids are received, the CCT reserves the right to not appoint a tenderer at all. Clause 2.2.1.1.4.1 - The offers will be evaluated using the functionality criteria as indicated by the table in the tender document (Page 9) for Bloemhof, Helderberg, Oostenberg, Parow, City, Mowbray, Vanguard, Mitchells Plain, Muizenberg and Wynberg Districts. Functionality criteria: ✓ Previous Experience- Scores for minimum to maximum years of experience were explained as per tender specification ✓ Staff- Scores for minimum to maximum number of electricians, semi- skilled and general worker were explained as per tender specification. ✓ Vehicles- Scores for minimum to maximum number of light motor vehicle and aerial platform were explained as per tender specification. - The minimum qualifying score for functionality is 70 out of a maximum of 100. - Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information IN THIS TENDER SUBMISSION could result in the tenderer not being able to achieve the specified minimum scoring.
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	(Page 10- Page 11) (Page 11- Page 12)	- Tenders that have achieved the minimum qualifying score for functionality shall be evaluated further in terms of the preference point systems prescribed in clause 2.3.10.3.4. Clause 2.2.1.1.4.2 - The offers will be evaluated using the functionality criteria as indicated by the table in the tender document (page 10 – 11) for Atlantis District. Functionality criteria: ✓ Previous Experience- Scores for minimum to maximum years of experience were explained as per tender specification ✓ Staff- Scores for minimum to maximum number of electricians, semi- skilled and general worker were explained as per tender specification. ✓ Vehicles- Scores for minimum to maximum number of light motor vehicle and aerial platform were explained as per tender specification. - The minimum qualifying score for functionality is 70 out of a maximum of 100 - Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information IN THIS TENDER SUBMISSION could result in the tenderer not being able to achieve the specified minimum scoring. - Tenders that have achieved the minimum qualifying score for functionality shall be evaluated further in terms of the preference point systems prescribed in clause 2.3.10.3.4 Clause 2.2.1.1.4.3 - The offers will be evaluated using the functionality criteria as indicated by the table in the tender document (page 11 – 12) for Gugulethu District Functionality criteria: ✓ Previous Experience- Scores for minimum to maximum years of experience were explained as per tender specification ✓ Staff- Scores for minimum to maximum number of electricians, semi- skilled and general worker were explained as per tender specification. ✓ Vehicles- Scores for minimum to maximum number of light motor vehicle and aerial platform were explained as per tender specification.
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	(Page 21- Page 22)	Clause 2.3.10.3.1 - Points for price will be allocated in accordance with the formula set out in this clause based on the price per item / rates as set out in the Price Schedule (Section C.4): ✓ Based on the sum of the prices/rates in relation to historical volumes.
	(Page 22 & Page 121)	Clause 2.3.10.3.4 - Applicable formula- 90/10 preference point system will apply to this tender and the lowest acceptable tender will be used. - Preferred points shall be allocated based on Table B2 of the Specific Goals on page 22 and the supporting documents required in order to claim the points on the table below (page 121)
	Price Schedule (Page 41- Page 51)	- The price instructions discussed are highlighted below: ✓ Clause 5.2 ✓ Clause 5.3 ✓ Clause 5.6 ✓ Clause 5.7 ✓ Clause 5.8 ✓ Clause 5.11
	District Preference (Page 42)	Clause 5.11 - Tenderers to indicate the District of Preference.
	Price Schedule (Page 43-51)	1) Area East 1. Bloemhof District



		1.1 First Line Response Activities 1.2 First Line Response Public Lighting Activities 2. Helderberg District 2.1 First Line Response Activities 2.2 First Line Response Public Lighting Activities 3. Oostenberg District 3.1 First Line Response Activities 3.2 First Line Response Public Lighting Activities 4. Parow District 4.1 First Line Response Activities 4.2 First Line Response Public Lighting Activities Additional Adhoc Services for First Line Response Activities (limited to First Line Response activities only) 5. Re-instatement services limited to First Line Response activities only (includes all reinstatement material supplied and delivered to site by the Contractor). Refer to clause 27 of the Specification. 5.28. Security services limited to First Line Response activities only. Refer to clause 19 of the Specification. 5.29. Adhoc Labour Rates (Only limited to adhoc services required to be done over and above the norm as specified in clause 1.3.3 of the specification. Pre-approval from the Engineer and breakdown of work is mandatory prior to commencement of the work) 2) Area North 1. Atlantis District 1.1 First Line Response Activities 1.2 First Line Response Public Lighting Activities 2. City District 2.1 First Line Response Activities 2.2 First Line Response Public Lighting Activities 3. Mowbray District 3.1 First Line Response Activities 3.2 First Line Response Public Lighting Activities 4. Vanguard District
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		4.1 First Line Response Activities 4.2 First Line Response Public Lighting Activities Additional Adhoc Services for First Line Response Activities (limited to First Line Response activities only) 5. Re-instatement services limited to First Line Response activities only (includes all reinstatement material supplied and delivered to site by the Contractor). Refer to clause 27 of the Specification. 5.28. Security services limited to First Line Response activities only. Refer to clause 19 of the Specification. 5.29. Adhoc Labour Rates (Only limited to adhoc services required to be done over and above the norm as specified in clause 1.3.3 of the specification. Pre-approval from the Engineer and breakdown of work is mandatory prior to commencement of the work) 3) Area South 1. Gugulethu District 1.1 First Line Response Activities 1.2 First Line Response Public Lighting Activities 2. Mitchells Plain District 2.1 First Line Response Activities 2.2 First Line Response Public Lighting Activities 3. Muizenberg District 3.1 First Line Response Activities 3.2 First Line Response Public Lighting Activities 4. Wynberg District 4.1 First Line Response Activities 4.2 First Line Response Public Lighting Activities Additional Adhoc Services for First Line Response Activities (limited to First Line Response activities only) 5. Re-instatement services limited to First Line Response activities only (includes all reinstatement material supplied and delivered to site by the Contractor). Refer to clause 27 of the Specification
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	(Page 116) Specification(s) (Page 52- Page 76)	5.28. Security services limited to First Line Response activities only. Refer to clause 19 of the Specification. 5.29. Adhoc Labour Rates (Only limited to adhoc services required to be done over and above the norm as specified in clause 1.3.3 of the specification. Pre-approval from the Engineer and breakdown of work is mandatory prior to commencement of the work) Schedule F.1 (A) - Contract Price Adjustment and/or Rate of Exchange Variation. - The tender specification was explained to the attendees. An emphasis was made on the following clauses: ✓ Clause 1 - The scope of specification. ✓ Clause 1.1- First Line Response activities. ✓ Clause 1.2 - First Line Response Public Lighting activities. ✓ Clause 1.3 Additional Services: ○ Clause 1.3.1 Re-instatement services limited to First Lines Response activities only. ○ Clause 1.3.2 Security services limited to First Line Response activities only. ✓ Clause 2 - First Line Response (FLR) crew. ✓ Clause 3 Equipment. ✓ Clause 4 Safety equipment and procedures. ✓ Clause 5 Transport. ✓ Clause 7 Response time. ✓ Clause 8 Penalties. ✓ Clause 10 Site. ✓ Clause 16 Skills/competencies of contractor's staff. ✓ Clause 17 Training. ✓ Clause 19 Security measures. ✓ Clause 21 Codes of practice. ✓ Clause 24 Remedies for non-performance. ✓ Clause 29 Insurance. - Schedule F.13: Information to be provided with the tender: tenderers to indicate if the required information is provided and the schedules listed are completed. ○ Annexure A: Schedule of previous relevant experience of similar work undertaken to be populated in this annexure. ○ Annexure B: Contractor staff schedule to be populated in this annexure.
	(Page 134 – 181)	



Questions & Answers

- Annexure C: Inventory of vehicles and specialized equipment to be utilized for the contract to be populated in this annexure.
 - Annexure D: The analysis data of notifications done for a contract period as detailed in the document for Areas East, North and South was discussed. The information reflected on annexures D-F of the tender document is not a commitment but it is only for information purposes.
1. **Q:** The mounting pole height has increased from 9m pole mounting height on streetlight to 11m pole mounting height. Does this mean that the work load will increase?
A: Tenderers will be expected to respond to all C3 notifications that are dispatched irrespective of the pole length as that is currently the case in all Areas. The scope of work might increase due to the higher pole length, however the number of notifications might not increase.
 2. **Q:** Clauses 2.1.5.1 states that the City of Cape Town intends to appoint one main tenderer per district, it further states that the City may award more than one district to a tenderer subject to the tenderer having sufficient resource to undertake an additional district. Is this not contradicting?
A: The aim of the City is to award one tenderer per district. However, if less than the required number of offers are received, the City may award more than one district to a tenderer subject to the tenderer having sufficient resource to undertake an additional district.
 3. **Q:** If the tenderer does not own enough aerial platforms and intends to hire the rest, would a letter of intent from the supplier or leasing company be acceptable to meet the tender requirements?
A: Yes, however it is important that the quantities for the vehicles to be hired are mentioned in the letter as this will assist the BEC to allocate appropriate points for functionality.
 4. **Q:** Grade B & D security guards are not sufficient for sporadic areas, is there a reason why the City does not consider higher grades for security guards?
A: Clause 1.3.2 of the Specification states that *the contractor shall be required to provide security services at their own cost for the staff and material due to some of the work to be carried out in areas that are subject to sporadic violence*. The City may augment the contractor's security guards if the Area is found to be abnormally



		unsafe based on a risk assessment conducted by the contractor and the City Engineer. 5. Q: The document only specifies the operating hours per shift for the Gugulethu district, is there a reason why the other districts operating hours per shift are not mentioned? A: Gugulethu district operating hours are stipulated in the tender document due to the volatility of the district. 6. Q: Does the indication of district preference have an impact on a potential award? A: Preference is there to guide BEC as to which district does the tenderer prefer to work at. The award of the tender is in line with PPPFA 2(1) (f) which states that <i>the contract must be awarded to the tenderer who scores the highest points, unless objective criteria in addition to those contemplated in paragraphs (d) and (e) justify the award to another tenderer.</i> 7. Q: Page 12 of the tender document requires the tenderer to have at least a minimum of the following key personnel (as defined in clause 16 of the specification) per district in its permanent employment at the close of tender. Clause 16.2 of the specification refers to the electrician having at least 2 years relevant experience. With reference to permanent employment, does it mean that the current First Line Response contractors will be considered, as they will be the only ones with permanent employed staff by the close of this tender? Secondly, please explain what relevant experience means; is it relevant experience in terms of working in the First Line Response contract? A: A notice will be issued with the amendment of reference to permanent employment. Relevant experience is in line with clause 1 of the specification. 8. Q: This tender will only be required in 2026. How does this affect the pricing considering that a lot of things would have changed, e.g. the price of petrol increasing by 2026. A: Clause 5.3 of the Price Schedule states that <i>"All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding".</i>
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		9. Q: Clause 16.2 of the Specification states that an electricians must be trade tested with NQF level 3 qualification in Electrical Engineering, does it mean that electricians without NQF level qualification will not be considered? A: Electricians are required to submit a trade test certificate with a minimum of NQF level 3 qualification, we do understand that some Electricians followed the Artisan Recognition of Prior Learning programme those will also be considered. It must also be noted that the City also has an internal Training Centre which provides guidance in terms of the qualification requirements that are included in certain tender documents. 10. Q: Is there a closing date for questions/enquiries. A: There is no closing date.
Action Items	City's Team	- Issue Meeting Minutes - Issue Notice
Meeting Closure		