

**TENDER NUMBER: 75S/2023/24 - INSTALLATION OF POLE-MOUNTED LITTER
BINS FOR URBAN WASTE MANAGEMENT**

Clarification Meeting

Date: 18th October 2023

Time: 10:00 – 11:30am

Location: Skype

CHAIRPERSON		
<u>Name</u>	<u>Initials</u>	<u>Designation</u>
Nokukhanya Matha	NM	PROFESSIONAL OFFICER:CLEANSING-OPMU
MEETING ATTENDEES		
<u>Name</u>	<u>Organisation</u>	
Algred Bothma		
Balisa Calaza	Cleansing-OPMU	
Hannelie Lewis	Swift Skills Academy	
Ismaa-eel Fakir	MNP Building Solutions	
Kate Campher	Campher Trading Services	
Kelly Devanry	ACD Contractors	
X.Kondlo	Not specified	
Majedie	Mainstruct Projects	
Mukwevho Vhuhwavho	Hwabis CO Pty Ltd	
Reagan Campher	Campher Trading Services	
Ryan Devanry	ACD Contractors	
Zezenkosi Hintsa	Cleansing-OPMU	

1	<u>Opening & Welcome</u> The meeting was opened and the Chairperson welcomed all present.
2	<u>Adoption of Agenda</u> No agenda was presented.
3	<u>Attendance and Apologies</u> • SCM Colleagues It was indicated by the Chairperson that SCM colleagues are unable to attend this clarification meeting, as they are attending another BSC (Bid Specifications Committee) meeting during the same timeslot.
4	<u>Presentation of the Tender Document</u> 4.1 Tender Document • Attendees requested that the tender document be forwarded to them. • NM responded that she is from the line department and not part of CM or the Supply Chain management department. Therefore she is not allowed to share the tender doc • Tender document can be downloaded from E-Tender website or purchased by an amount of R200.00 at Civic Centre, 2nd floor as specified in the tender document 4.2 Closing Date • Highlighted that the closing date of the tender is the 06th November 2023 at 10:00am The tender box number of is 172 as indicated, at Cape Town Civic Centre 2nd floor. • The Tender was advertised on the 06th October 2023. 4.3. Procurement Procedures • Only one tenderer and one alternative tenderer will be appointed for Tender number 75S/2023/24. 4.4 Contract Period 1. Contract will be for a period of 36 months from the date of commencement of contract, as per the tender document. 4.5 POPIA • POPI Act has been added in this new version of tender document.

4.6 City of Cape Town Supplier Database Registration

- Prospective tenderers need to register on the City's Supply database in order to be able to tender with CoCT as indicated on the tender document.

4.7 Annexure 15A: Company's Previous and Relevant Experience

- **NM** elaborated on Schedule 15A, that the minimum company experience must be at least 2 years.

4.8 Annexure 15B: Key Personnel

- The type of a skill set and experience for the supervisory staff under this tender has been specified. This is as per recommendation by the Supply Chain Management department.

4.9 VAT Registration

- As advised by Supply Chain Management, the tenderer does not have to be VAT registered at the time of tender submission. However, their business structure, turnover should govern this requirement.

4.10 Contract Price Adjustment (CPA)

- **NM** highlighted that price adjustment will be applicable from the 13th month of the contract. However, CPA will only be applicable for the labour rate as well as the transport rate items, as indicated on the pricing schedule.

4.11 Preference Point System

- 80/20 preference point system will be used for this tender.

4.12 Material Requirements

- The material and the material dimensions that the Contractor is required to provide are specified in the tender specifications.

4.13 Penalties

- In the event that the tenderer fails to install the agreed number of gum-poles and litter bins within the stipulated delivery period indicated on the purchase order, a penalty of 20% of the value of the purchase order will immediately be applicable and an additional 5% of the purchase order value for seven (7) calendar days of non-compliance.

4.14 Payments

- Monthly invoices will have to be submitted with the vehicle logbooks as supporting documents.

	4.15 Record Keeping Highlighted that the contract will be required to submit worker documents such as the ID copies, signed contracts and payslips.
5	<u>Questions and Responses</u> 5.1 Question Kondlo requested clarity on how the calculation will be done with regards to the estimated quantity of 5000 per annum, specified in the pricing schedule. 5.1 Response NM indicated that the 5000 quantity is a minimum per annum. Therefore, it will be calculated per installation of one bin. 5.2 Question Big Al Projects raised a question if whether the bins will be supplied by CoCT. 5.2 Response NM confirmed that CoCT will supply with the bins and the contractor will be responsible for the installation of the bins. 5.3 Question Mukwevho Vhuhwavho raised a question whether the vehicle insurance is part of the criteria for this tender to be awarded. 5.3 Response NM expressed that the vehicle insurance will have to be attached when submitting the tender document. However, this will not be used as evaluation criteria. 5..4 Question Kondlo raised a question in relations to the utilisation of rented fleet for the tender. 5.4 Response NM responded that if rented fleet is used, then a signed (by both parties) lease agreement would have to be submitted with the tender document. 5.5 Question Kelly enquired about the type of vehicles required for the tender. 5.5 Response NM Indicated that although the vehicle type is not expressly stated in the tender document, a vehicle compatible to load materials stipulated in the specifications will be permissible for this tender.

6.	Action Items 6.1 Item 1 - A request was made by Big AI Projects to have a diagram or photo of the pole-mounted bins used in the previous tender/s forwarded to them. 6.1 Response NM responded that a diagram or photo of the bin will be sent as requested.
7.	Meeting Closure The meeting adjourned at 11:07a.m.
	Chairperson: Nokukhanya Matha Signature: Nokukhanya Matha Digitally signed by Nokukhanya Matha Date: 2023.10.26 15:38:29 +02'00'