



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

**WATER AND SANITATION
DISTRIBUTION SERVICES DEPARTMENT**

**TENDER NO. 271S/2023/24: MAINTENANCE OF SEWER PIPELINES
NON-COMPULSORY TENDER BRIEFING MEETING_11 JUNE 2024
MINUTES OF MEETING**

Making progress possible. **Together.**

AGENDA OF MEETING

1 Tender Advert Details

2 Scope of Work

3 Eligibility Requirements

4 Tender Evaluation Criteria

5 Returnable Documents

6 Pricing Instructions

7 Contract Data

8 Works Allocation Procedures

9 Performance Monitoring

10 Monthly Payment Claims

11 Questions



1 TENDER ADVERT DETAILS



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1 TENDER ADVERT DETAILS

TENDER ADVERT DATE:	24 May 2024
TENDER CLOSING DATE:	2 July 2024
TENDER BOX AND ADDRESS:	Tender Box No. 129 Tender & Quotation Boxes Office 2 nd Floor Civic Centre 2 Hertzog Boulevard Cape Town
TENDER CHARGE:	R 200.00
EMAIL FOR QUERIES:	SCM.WaterandSanitation@capetown.gov.za

2 SCOPE OF WORK

2 SCOPE OF WORK

WATER AND SANITATION: DISTRIBUTION SERVICES DEPARTMENT intends to procure the services of suitable Suppliers to undertake **ad-hoc** and **emergency** maintenance works of sewerage infrastructure within the City of Cape Town. Typical works to be carried out under the contract may include:

- a. Routine cleaning, unblocking and removal of sand, sludge, tree roots and other foreign objects from small diameter sewers (i.e. up to and including 500mmø pipes) and associated infrastructure using mechanical equipment
- b. Emergency call-outs to clear or clean blocked sewers (after hours, weekends and public holiday rates shall apply)
- c. Emergency cleaning of sand traps and sewer pump station wet wells (provisional)
- d. Treatment of sewer manholes for cockroaches
- e. Disposal of sewage waste at the Vissershok Waste Management Facility (Pty) Ltd
- f. Dealing with water (including over-pumping)
- g. Dealing with obstructions on site
- h. Temporary works
- i. Reinstatement works
- j. Accommodation of vehicular traffic, pedestrian control and signage



2 SCOPE OF WORK cont.

- k. Compliance with the site specific Health and Safety specifications and Baseline Risk Assessment
- l. Compliance with the standard Environmental Management Programme for the City of Cape Town
- m. All plant and equipment shall be maintained in a clean and serviceable condition for the duration of the framework contract. Any mechanical breakdown of plant shall receive immediate attention and if repairs cannot be completed within 2 hours of the breakdown, the faulty equipment shall be immediately removed from the site and replaced by serviceable equipment within 4-6 hours for emergency works and 24 hours for planned works
- n. Such other work as may be deemed necessary by the CCT's representative for the execution of the works



3 ELIGIBILITY REQUIREMENTS

3 ELIGIBILITY REQUIREMENTS (Clause 2.2.1)

The tenderer **must** comply with the following CCT SCM requirements to be declared as **responsive** under the tender:

- a) All returnable documents are duly completed and submitted and does not indicate any non-compliance with legal requirements
- b) The tenderer has not been restricted in terms of abuse of the SCM Policy
- c) The tenderer's tax matters with SARS are in order, or the tenderer is a foreign supplier that is not required to be registered for tax compliance with SARS
- d) The tenderer is not an advisor or consultant contracted with the CCT whose prior or current obligations creates any conflict of interest or unfair advantage
- e) The tenderer is not directly or indirectly involved or associated with the bid specification committee
- f) The tenderer has not been found guilty of contravening the Competition Act 89 of 1998
- g) The tenderer has not been found guilty on any other basis listed in the SCM Policy

4 TENDER EVALUATION CRITERIA

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PRICE AND PREFERENCE (90/10) with FUNCTIONALITY THRESHOLD (minimum score 60)

- a) The City intends to appoint four (4) tenderers per region i.e. 1 Winner and 3 Alternatives
- b) The tenderer will be evaluated separately for each region
- c) Tender evaluation points scored for each region shall be ranked in descending order and the highest ranked tenderer for the Region shall be awarded as the “Winner” for that region
- d) The remaining tenderers shall be awarded as Alternatives for that region based on their ranking order
- e) Each tenderer will be limited to **one (1) Region as a Winner**
- f) Should a tenderer be ranked the highest in more than one region then the City shall award the tenderer as the Winner in their region of preference.
- g) For the remaining regions where the tenderer has been ranked as the highest, the City shall consider the second highest ranked tenderer to be the Winner for the region. This process shall be repeated to ensure that tenderers are only limited to one (1) region as the winner.



Region 1: Northern Suburbs

CONTACT	MANAGER	TELEPHONE	EMAIL	ADDRESS
MANAGERS	Adrian Klerckx Manager	021 946 9051 021 526 5207	Adrian.Klerckx@cape.gov.za	Argente Road Kingsley & Bayside Longstanding House Cape Town West South Africa
	Jonathan Simkins Deputy	021 946 9100 021 523 1787/144	Jonathan.Simkins@cape.gov.za	
GIS	Paul Vermeulen Manager & Deput	021 946 9193	Paula.Vermeulen@cape.gov.za	Deurloostraat 100 Argente Road Kingsley Bays South Africa
	André van der Berg Manager & Deput	021 946 9105	Andre.vanderberg@cape.gov.za	Marquard (Offices, Reg) Kingsley, Bayside Bays South Africa

Region 2: Southern Suburbs, Cape & Observatory

CONTACT	MANAGER	TELEPHONE	EMAIL	ADDRESS
MANAGERS	Heugene van der Merwe Manager	021 460 0311 021 174 5706	Heugene.vandermerwe@cape.gov.za	100 Victoria Road Kingsley Bays Kingsley Bays South Africa
	David Erasmus Deputy	021 460 0311 021 523 1787	David.Erasmus@cape.gov.za	
GIS	Terence van der Merwe Manager & Deput	021 460 0311 021 460 0311	Terence.vandermerwe@cape.gov.za	100 Victoria Road Kingsley Bays Kingsley Bays South Africa
	Michael Erasmus Manager & Deput	021 460 0311 021 460 0311	Michael.Erasmus@cape.gov.za	100 Victoria Road Kingsley Bays Kingsley Bays South Africa

Region 3: Central Suburbs

Region 4: Eastern Suburbs

CONTACT	MANAGER	TELEPHONE	EMAIL	ADDRESS
MANAGERS	Clayton Adams Manager	021 456 9253 021 560 5291 (ext)	Clayton.Adams@cape.gov.za	Princess Margaret Glenwood and Two Stiles Road Glenwood South Africa
	Pauline van der Merwe Deputy	021 456 9253 021 560 5291 (ext)	Pauline.vandermerwe@cape.gov.za	Princess Margaret Glenwood and Two Stiles Road Glenwood South Africa
GIS	Michael Simkins Manager & Deput	021 456 9253	Michael.Simkins@cape.gov.za	Princess Margaret Glenwood and Two Stiles Road Glenwood South Africa

Region 5: Eastern Suburbs, Cape & Observatory

CONTACT	MANAGER	TELEPHONE	EMAIL	ADDRESS
MANAGERS	Michael van der Merwe Manager	021 456 9253 021 560 5291 (ext)	Michael.vandermerwe@cape.gov.za	Princess Margaret Glenwood and Two Stiles Road Glenwood South Africa
	Pauline van der Merwe Deputy	021 456 9253 021 560 5291 (ext)	Pauline.vandermerwe@cape.gov.za	Princess Margaret Glenwood and Two Stiles Road Glenwood South Africa
GIS	Michael van der Merwe Manager & Deput	021 456 9253	Michael.vandermerwe@cape.gov.za	Princess Margaret Glenwood and Two Stiles Road Glenwood South Africa

4 TENDER EVALUATION CRITERIA cont.

FUNCTIONALITY

- Tenderers must achieve a minimum score of **60** to be eligible to have their tenders further evaluated on Price and Preference

Table 1: Functionality Criteria

Description of Functionality Criteria	Maximum possible score (Ms)	Weighting (W)
1. Plant and Equipment and Key Staff	100	60
2. Tenderer's Experience	100	40
Maximum possible score for Functionality		100

- Each functionality criteria will be based on a scale in terms of four (4) indicators –

Table 2: Scale

Level 0	Level 1	Level 2	Level 3
0	60	80	100

- Functionality scores will be weighted and totalled to obtain the final functionality score

4 TENDER EVALUATION CRITERIA cont.

Table 4: Plant and Equipment and Key Staff

Plant and Equipment and Key Staff	
Level 0 (Score = 0)	No information provided / irrelevant information provided / owns or leases less than four (4) Combination Super Sucker units / Less than four (4) Supervisors per region / Less than eight (8) Operators per region / Super Sucker Units do not comply with the minimum specifications stipulated below / Supervisors do not meet the minimum experiential requirements stipulated below / Operators do not meet the minimum experiential requirements stipulated below
Level 1 (Score = 60)	*Own or lease four (4) Combination Super Sucker Units per REGION, that each comply with the minimum specifications outlined below, to be considered as a "Winner" for a respective region. AND **Four (4) Supervisors per REGION each satisfying the minimum experiential requirements outlined below to be considered as a "Winner" for a respective region. AND ***Eight (8) Operators per REGION each satisfying the minimum experiential requirements outlined below to be considered as a "Winner" for a respective region.
Level 2 (Score = 80)	*Own or lease five (5) Combination Super Sucker Units per REGION, that each comply with the minimum specifications outlined below, to be considered as a "Winner" for a respective region. AND **Five (5) Supervisors per REGION each satisfying the minimum experiential requirements outlined below to be considered as a "Winner" for a respective region. AND ***Nine (9) Operators per REGION each satisfying the minimum experiential requirements outlined below to be considered as a "Winner" for a respective region.
Level 3 (Score = 100)	*Own or lease six (6) or more Combination Super Sucker Units per REGION, that each comply with the minimum specifications outlined below, to be considered as a "Winner" for a respective region. AND **Six (6) or more Supervisors per REGION each satisfying the minimum experiential requirements outlined below to be considered as a "Winner" for a respective region. AND ***Ten (10) or more Operators per REGION each satisfying the minimum experiential requirements outlined below to be considered as a "Winner" for a respective region.



4 TENDER EVALUATION CRITERIA cont.

Table 5: Tenderer's Experience

Tenderer's Experience	
Level 0 (Score = 0)	No information provided / irrelevant information provided / no relevant experience / less than two (2) years of relevant experience
Level 1 (Score = 60)	Two (2) years experience (within the past 10 years) relating to the maintenance and cleaning of sewerage reticulation pipelines with diameters from 100mm up to and including 500mm.
Level 2 (Score = 80)	Three (3) years experience (within the past 10 years) relating to the maintenance and cleaning of sewerage reticulation pipelines with diameters from 100mm up to and including 500mm.
Level 3 (Score = 100)	Four (4) or more years experience (within the past 10 years) relating to the maintenance and cleaning of sewerage reticulation pipelines with diameters from 100mm up to and including 500mm.

- 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 – refer to returnable Schedules F.15 and F.16
- Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring and being declared as **non-responsive**

4 TENDER EVALUATION CRITERIA cont.

PRICE

- Points for price will be calculated based on the formula below –

$$Ps = 90 \times \left(1 - \frac{(Pt - Pmin)}{Pmin}\right)$$

Where: Ps is the number of points scored for price;
Pt is the price of the tender under consideration;
Pmin is the price of the lowest responsive tender.

- The evaluation of price will be based on estimated quantities for evaluation purposes only
- The estimated quantities shall be multiplied by the tendered rates, as set out in the Price Schedule per Region, to determine the total financial offer per Region. The total financial offer of a tenderer per region shall be used as “Pt” in the formula above.
- Maximum of 90 points



4 TENDER EVALUATION CRITERIA cont.

PREFERENCE

- Preference points shall be based on specific goals (as outlined in Table B2, page 20) and shall be based on the % ownership in the following categories –
 - a) Women
 - b) Black persons
 - c) Disabled persons
 - d) Micro and small enterprises
- The tenderer must submit documentary proof (Company registration certification, Central Supplier Database report, BBBEE 16 certificate, Proof of Disability, Financial Statements, commissioned sworn affidavits, etc.) in support of any claims for preference for a specific goal
- Maximum of 10 points

5 RETURNABLE DOCUMENTS

5 RETURNABLE DOCUMENTS

Schedule C.1 Details of Tenderer/Supplier

Schedule C.2.1 Offer

Schedule C.4 Price Schedule

Schedule F.2: Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums

Schedule F.3: Declaration for Procurement above R10 million

Schedule F.4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022

Schedule F.5: Declaration of Interest – State Employees (MBD 4 amended)

Schedule F.6: Conflict of Interest Declaration

Schedule F.7: Declaration of Tenderer's Past Supply Chain Management Practices (MBD 8)

Schedule F.8: Authorisation for the Deduction of Outstanding Amounts Owed to the CCT

Schedule F.9: Certificate of Independent Tender Determination

Schedule F.10: Proposed Deviations and Qualifications by Tenderer

Schedule F.11: List of Other Documents attached by the Tenderer

Schedule F.12: Record of Addenda to Tender Documents

Schedule F.13: Information to be Provided with the Tenderer

Schedule F.15: Evaluation Schedule - Plant and Equipment and Key Staff

Schedule F.16: Evaluation Schedule - Tenderer's Experience

Annexure G – Region Preference Schedule



6 PRICING INSTRUCTIONS



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6 PRICING INSTRUCTIONS

- a) Pricing schedules have been provided for all four (4) regions
- b) Tenderers to provide rates only for all items for all four (4) regions
- c) All tendered rates must include all duties, taxes (except VAT), levies, expenses, disbursements, statutory costs and other related 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 under the Contract as well as overhead charges and profit
- d) All rates shall be tendered in accordance with the units specified in this schedule
- e) Where no rate has been provided against an item or a nil rate (for example a zero, a dash or the word "included" or abbreviations thereof) is entered against an item - it will be regarded as there is no charge for that item

6 PRICING INSTRUCTIONS cont.

- f) All travelling to and from site must be included in the tendered rates and no additional payment shall be made in this regard
- g) Rates submitted for the Provision of Security Services in the price schedule shall include after normal working hours, weekends and public holidays
- h) The annual renewal of Roadworthy Certificates, which is a requirement for each combination unit/super-sucker vehicle to ensure the safe condition and workmanship of the parts of the vehicles, is deemed to have been included in the rates submitted in the Price Schedule.

7 CONTRACT DATA



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7 CONTRACT DATA

- a) General Conditions of Contract - National Treasury Conditions of Contract (revised July 2010)
- b) Framework contract duration is 36 months from the commencement date
- c) Working days are Monday to Friday
- d) Normal working hours means 7:30 to 17:00 (including 30 minute lunch break)
- e) Performance guarantee of R 125 000.00 – blanket guarantee under the framework contract for the full duration
- f) Public liability insurance against any 3rd party claims (minimum of R 20million per claim)
- g) Penalty for failing to complete scheduled works is R 3450.00 per day

7 CONTRACT DATA cont.

Contract Price Adjustment

a) Tendered rates shall be subject to contract price adjustment according to the table below –

<u>YEAR 1</u>	Commencement date to Month 12	No Contract Price Adjustment	-
<u>YEAR 2</u>	Month 13 - 24	1st Contract Price Adjustment – effective month 13 - 24	CPI factor = average $\sum$ (CPIBase month : CPIMonth 12)
<u>YEAR 3</u>	Month 25 - 36	2nd Contract Price Adjustment – effective month 25 - 36	CPI factor = average $\sum$ (CPIBase month : CPIMonth 24)

- b) 90% of the rate shall be adjusted and 10% shall remain fixed
- c) Base month is the month prior to the tender closing i.e. June 2024
- d) CLO rate shall be subject to increase based on the prescribed increases by the City
- e) Disposal rate shall be subject to the annual increase as prescribed by Vissershok Waste Management Facility (1 July)
- f) PSIRA Security Guard rate shall be subject to annual increase based on the tariffs in accordance with the Private Security Industry Regulatory Authority Guidelines (1 March)

8 WORKS ALLOCATION PROCEDURES

8 WORKS ALLOCATION PROCEDURES_PLANNED

- Reference is made to **PS 38 PROCEDURES FOR THE ALLOCATION OF PLANNED MAINTENANCE WORKS**
- The key stages for works allocation is outlined below –
 1. City official prepares the BILL
 2. City official offers work to the Winner Supplier for the region
 3. Supplier to accept/reject the works within 3 days by signing and returning the Works Acceptance/Refusal Form (Annexure J) to the City official
 4. Works allocated to the Supplier by creating a Purchase Order
 5. Contract commencement and initial contractual obligations
 6. Monitoring of the works



8 WORKS ALLOCATION PROCEDURES_EMERGENCY

- Reference is made to **PS 39 PROCEDURES FOR THE ALLOCATION OF EMERGENCY MAINTENANCE WORKS**
 - a) The Superintendent for the depot will contact the Supplier and notify him of the emergency works
 - b) Supplier to confirm his availability to carry out the works
 - c) Supplier to meet the relevant depot staff on site within **two (2) hours** of confirmation of works within normal working hours (between 7:30 to 16:00) and within **four (4) hours** of confirmation of works (after normal working hours and over weekends)
 - d) Supplier to return the signed Works Acceptance/Refusal Form to the Purchaser upon confirmation of the scope of work to be carried out
 - e) Refer to Annexure M: Emergency/Unplanned Contractor Appointment Process which summarises the procedures for the allocation of emergency works under the framework contract



9 PERFORMANCE MONITORING

9 PERFORMANCE MONITORING

- The Supplier will be monitored and scored on his performance on a monthly basis in accordance with S116 of the MFMA
- The Supplier is required to ensure that his overall performance is satisfactory
- Where continuous unsatisfactory performance is recorded for the Supplier then the necessary remedial measures shall be taken
- Pre-defined KPIs (as per Annexure N) under this tender includes:
 1. Quality Control
 2. Time Management
 3. Financial Management
 4. Resource and Staffing Capacity
 5. Management of Issues
 6. Legislative Compliance
 7. Communication



10 MONTHLY PAYMENT CLAIMS



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10 MONTHLY PAYMENT CLAIMS

Milestone payments shall be applied for active purchase orders on a monthly basis (where applicable) and the following shall apply:

- a) The interim amount to be paid under Sum items shall be calculated by dividing the total amount by the order duration
- b) Time-related items shall be paid per working day of works completed Fixed-charge items shall be paid as once-off payments
- c) Provisional sum items shall comply with the requirements of the City's latest SCM Policy
- d) Supporting documentation for each payment claim must include:
 - ✓ Invoice
 - ✓ Daily Activity Sheets
 - ✓ Measurement Sheets

11 QUESTIONS???



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11 QUESTIONS

QUESTION 1: ARE WE REQUIRED TO PURCHASE A DOCUMENT EVEN THOUGH THE DOCUMENT IS AVAILABLE FOR DOWNLOAD?

ANSWER 1: TENDERERS WERE ADVISED IN THE MEETING THAT THEY ARE REQUIRED TO PURCHASE A TENDER DOCUMENT IN ORDER TO MAKE A HARD COPY SUBMISSION. SCM SUBSEQUENTLY ADVISED THAT FOR GOODS AND SERVICES DOCUMENT TENDERERS MAY PURCHASE DOCUMENTS AND ARE ALSO ALLOWED TO DOWNLOAD AND PRINT TENDER DOCUMENTS FOR SUBMISSION BUT IT IS THE ONUS OF TENDERER TO ENSURE THAT ALL PAGES OF THE DOCUMENT ARE PRINTED

QUESTION 2: WHAT CIDB GRADING IS APPLICABLE?

ANSWER 2: THIS IS A SERVICES TENDER AND THEREFORE, CIDB GRADING IS NOT APPLICABLE

QUESTION 3: WHY ARE YOU REFERRING TO BOTH CPA AND CPI WHICH HAS DIFFERENT REQUIREMENTS?

ANSWER 3: THE CITY HAS A CONTRACT PRICE ADJUSTMENT TEMPLATE WHICH WAS USED FOR THIS TENDER



CONFIRMATION OF MINUTES

I confirm that the above minutes are a true reflection of the matters discussed at the meeting –

Bianca Govender

20/06/2024

Framework Contracts Manager

Date

Bianca Govender

Digitally signed by Bianca
Govender
Date: 2024.06.20 11:10:44 +02'00'

Signature



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Thank You

Making progress possible. Together.