



**CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD**

**CLARIFICATION MEETING (NOT COMPULSORY BUT STRONGLY RECOMMENDED)
30 JUNE 2026 @ 10AM**

276C/2025/26

**PROVISION OF PROFESSIONAL SERVICES: DESIGN AND
CONSTRUCTION MONITORING OF SUBSTATIONS/SWITCHING STATIONS
AND BUILDING ADDITIONS, ALTERATIONS AND RENOVATIONS AND
OTHER DESIGN/IMPLEMENTATION/MANAGEMENT OF WORKS
PROJECTS INCLUDING FEASIBILITY STUDIES FOR THE INSTALLATION AND
REPLACEMENT OF ELECTRICAL EQUIPMENT AND INFRASTRUCTURE**

Making progress possible. Together.

AGENDA

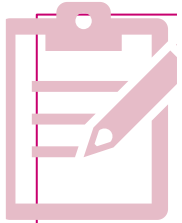
- INTRODUCTION
- GENERAL TENDER INFORMATION
- TENDERING PROCEDURES
- PRICING DATA
- SCOPE OF WORK
- AGREEMENTS & CONTRACT DATA
- RETURNABLE SCHEDULES

INTRODUCTION

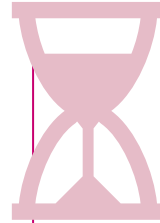
- **Briefing Session Objectives:**
 - ✓ Provide an overview of the tender requirements
 - ✓ Highlight key technical, administrative and commercial aspects of the tender document
 - ✓ Draw attention to critical submission requirements and evaluation criteria
 - ✓ Provide an opportunity for clarification through a Question & Answer session
- **Important Notes**
 - ✓ This presentation is a summary only and does not replace the official tender document.
 - ✓ Tenderers are responsible for familiarising themselves with all tender documentation and requirements.
 - ✓ Tender submissions must be fully completed, signed and supported by all required documentation.
 - ✓ Please ensure that the attendance register is completed before leaving the session.
 - ✓ Virtual attendees are requested to record the following in the meeting chat:
 - Name
 - Company
 - Position
 - Contact Details
 - ✓ Questions will be addressed during the Q&A session at the end of the presentation.

GENERAL TENDER INFORMATION - Key Tender Information

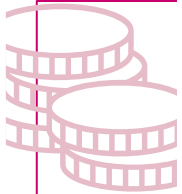
(p.2 – p.5)



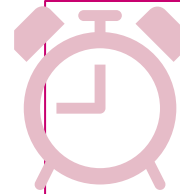
TENDER NO:
276C/2025/26



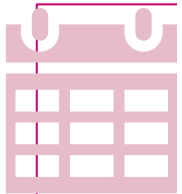
CONTRACT PERIOD:
60 Months (Subject to approval
MFMA Section 33 Process)



TENDER FEE:
R 250



CLOSING DATE:
16 July 2026 @ 10:00 am



ADVERTISED:
12 June 2026



TENDER BOX:
No.237

GENERAL TENDER INFORMATION (p.2 – p.5)


Provision of Professional Services: Design and Construction Monitoring of Substations/Switching Stations and Building Additions, Alterations and Renovations and Other Design/Implementation/Management of Works Projects Including Feasibility Studies for The Installation and Replacement of Electrical Equipment and Infrastructure

Important Notes

- ✓ Clarification Meeting: **Not compulsory, but strongly recommended**

- ✓ Tender documents must be:
 - Fully completed
 - Signed where required
 - Accompanied by all supporting documents

- ✓ Tender submissions must be deposited in: **Tender Box No.237** Tender & Quotation Boxes Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.

- ✓ Queries:  SCM.Tenders23@capetown.gov.za

TENDERING PROCEDURES - Procurement procedures (p.24 – p.28)

C.3.11 Evaluation of tender offers

- Qualifying bidders are evaluated using the 90/10 preference point system, with 90 points allocated for price and 10 points for specific goals.

C.1.6 Procurement procedure

- Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.
- The Employer intends to appoint a maximum of one (1) service provider per Distribution Area as the main service provider and one (1) service provider per Distribution Area as the alternative service provider.
- Should any Distribution Area remain without a main service provider, the Employer reserves the right to allocate an additional Distribution Area to an already appointed main service provider, subject to the service provider demonstrating sufficient capacity to undertake the additional work.

TENDERING PROCEDURES - Procurement procedures (p.28)

- Where a Distribution Area does not have an appointed alternative service provider, the Employer reserves the right to allocate an additional Distribution Area to an already appointed alternative service provider, subject to the service provider having sufficient capacity to undertake the additional work.
- The alternative service provider, will only be appointed if the main service provider defaults during the contract, refuses to do the work or has capacity constraints during the contract. The alternative service provider will be notified by the City of Cape Town's representative to commence with services in terms of the specification and conditions of tender and contract.
- The service provider, once appointed and subject to operational requirements, will be invited to execute the Works by means of Works Projects for individual projects as and when required.
- The contract shall be effective for the 60-months period as specified, subject to approval of an MFMA section 33 process).

TENDERING PROCEDURES – Eligibility Criteria (p.8)

- C.2.1.1 Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document. **An ‘acceptable tender must “COMPLY IN ALL aspect with the tender conditions, specifications, pricing instructions and contract conditions.**
- C.2.1.3 Only those tender submissions from which it can be established that a clear and unambiguous offer has been made to Employer, by whom the offer has been made and what the offer constitutes, will be declared responsive.
- C.2.1.4 Only those tenders that satisfy the following criteria will be declared responsive:
 - C.2.1.4.1 Compliance with requirements of CCT SCM Policy and procedures

TENDERING PROCEDURES – Eligibility Criteria (p.8)

C.2.1.4.2 key Personnel

- In order to be declared responsive, the tenderer must have all of the following key personnel in its employment at the close of tender. Alternatively, a signed undertaking from a specialist consultant/firm having the required personnel, stating that they will undertake the necessary work on behalf of the tenderer in terms of a sub-consultant agreement, will be acceptable. Such undertaking must be attached to the schedule 12 titled **Key Personnel**, Part C4.2: Returnable Schedules, or the tenderer will be required to provide such signed undertaking upon being requested to do so in writing and within the period contained in such a request. The signed undertaking must be clearly indicative of a valid agreement which existed at tender close between the tendering entity and the sub-consultant formalising the undertaking and the names of the key personnel proposed to execute the works. No substitution of any key personnel will be allowed during the tender evaluation process.
- Unless otherwise indicated below different individuals must be identified for each of the key personnel listed below and, on the schedule, titled **Key Personnel**. Where the same individual is allocated to different roles, the individual shall meet the minimum requirements for each role. An individual cannot be allocated to more than two roles. [Key Personnel.pdf](#)

TENDERING PROCEDURES – Eligibility Criteria (p.8 – p.11)

C.2.1.4.4 Professional Indemnity Insurance

- In order to be declared responsive, Proof of Professional Indemnity insurance or confirmation from a reputable Insurance Broker that the Tenderer is eligible for an amount of not less than R5 000 000 in respect of each and every claim during the period of insurance cover should he/she be awarded the contract, must be submitted with the tender, appended to the schedule titled Professional Indemnity Insurance or the tenderer will be required to obtain such upon being requested to do so in writing and within the period contained in such a request.

C.2.1.4.6 Minimum score for quality

- In order to be considered for a contract in terms of this tender, tenderers must achieve the minimum score for quality as stated below.
- The description of the functionality criteria and the maximum possible score for each is shown in the table below. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria.

C.2.1.4.6 Minimum score for quality (Continued p.12)

Description of functionality criteria	Maximum possible score
Track Record - Demonstrated experience of the tendering entity with respect to comparable projects.	130
Demonstrate experience of the key staff in relation to the scope of work.	235
Maximum possible score for Functionality	365

- The minimum qualifying score for functionality is 239 **(65%) out** of a maximum of **365**. Tenderers that fail to achieve the minimum score for functionality will be declared as non-responsive.
- Where the entity tendering is a Joint Venture, the tenderer's tender response must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture (appended to Schedule 3 - Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums, Part C4: Returnable Schedules).

C.2.1.4.6 Minimum score for quality (Continued p.12)

C.2.1.4.6.1 Track Record

- The tenderer shall provide a detailed list of projects completed in the past 5 years, with similar experience as detailed in clause 1 of the Scope of Work.
- Details of projects to be listed on Schedule 11. The submitted track record must clearly illustrate the tenderers experience similar to detailed Scope of Work. Tenderers to provide proof for the projects completed from the client, i.e. Completion Certificates, Award Letters, Purchase Orders as proof of company experience declared. [Track Record.pdf](#)

C.2.1.4.6.2 Key Personnel

- In order to be declared responsive, the tenderer must have all of the following key personnel in its permanent employment at the close of tender. Alternatively, a signed undertaking from a specialist consultant/firm having the required personnel, stating that they will undertake the necessary work on behalf of the tenderer in terms of a sub-consultant agreement, will be acceptable. Points will be awarded for the experience of key staff in accordance with the table below. Each position will be scored in terms of (a) Years' Experience, and (b) Number of Projects of similar scope.
- As example, the position of "Electrical Engineer" can score a maximum of 11 points made up of (a) 7 points if he/she has more than 8 years' experience, and (b) if he/she has completed more than 3 projects of similar scope. [Key Personnel Functionality.pdf](#)

PRICING DATA (p.67)

C.2.1 Pricing Assumptions

- Pricing Assumptions mean the criteria as set out below, read together with all Parts of this contract document, which it will be assumed in the contract, that the tenderer has taken into account when developing his prices. [Pricing Assumptions.pdf](#)

C.2.2 Activity Schedule

- Distribution Areas East, North and South [Activity Schedule.pdf](#)

SCOPE OF WORK (p.98)

1. Introduction

- The Employer's objective:
 - Appointment of Professional Engineering Service Providers
- Purpose :
 - Design, implementation & management of infrastructure projects
 - Conduct feasibility studies
- Projects Include:
 - Network reticulation, electrification & refurbishment
 - Substations, lighting, and infrastructure upgrades
- Applicable to new and existing networks.

SCOPE OF WORK (p.98)

- Key responsibilities of service provider:
 - Design & oversee civil & structural works (excavations, demolition, ducts etc.)
 - Responsible for fire detection & suppression system design.
- Subcontracting:
 - Allowed only with Employer approval
 - Main Service Provider remains accountable for quality and supervision
- Designs include:
 - First principle designs AND reuse of Employer's designs
 - Copyright remains with the Employer
- Service areas:
 - City of Cape Town – Area North, South, East
- Bidders may submit as:
 - A single firm with all the necessary competencies within the firm, a joint venture of Professional Service Providers or a single firm with subcontracted Professional Service Providers (Team). The Joint Venture or Team shall comply with the competencies required irrespective of the nature of the Joint Venture or Team and will be evaluated as a single entity.

SCOPE OF WORK (p.98 – p.99)

2. Description and extent of the services required

- The Employer requires a team of Professional Service providers to provide services that cover a multi-disciplinary scope including architectural, civil, structural, electrical, and mechanical engineering, as well as quantity surveying, health and safety, and environmental compliance. These services extend to projects involving substations and switching stations, building works and renovations, as well as specialised works such as demolition, corrosion protection, and related activities.
- The professional team shall be instructed to execute the Works by means of Works Projects for individual projects as and when required. The Works shall be executed according to the scope of the Works which shall be detailed in the Works Project Document for individual projects.
- The Employer defines the scope, location, budget, timelines and the Service Provider will be required to submit detailed programme and deliver within specified time frames.
- Building plan submissions and targeted procurement are part of the normal services.

SCOPE OF WORK (p.99 – p.100)

2.1 Principal Agent

- Separate service (priced separately).
- Responsibilities:
 - Contract & project management (e.g., JBCC)
 - Cost control & coordination
 - Design review & compliance
- Stage 1 & 2 monitoring included in normal services

2.2 Project Management

- Planning, coordination & execution.
- Responsibilities:
 - Scope development & resource allocation
 - Programme management & progress tracking
 - Cost, risk & performance monitoring
 - Ensure delivery on time, within budget and within scope
- Deliverables:
 - As-built drawings
 - Project close-out report

SCOPE OF WORK (p.100 – p.102)

2.5 Engineering Services

- Covers electrical, civil, structural & mechanical services
- Includes:
 - Design, implementation & monitoring
 - Substation earthing design
- Construction monitoring:
 - Stage 1 & 2 included as normal services
- Additional services:
 - Level 3 monitoring
 - OHS Act compliance
 - Wayleave approvals

2.7 Land Surveyor Services

- Land Surveying:
 - Topographical & cadastral surveys
 - Drone-based surveys (SACAA compliant)
- Service Provider responsible for:
 - Accuracy of all survey data

SCOPE OF WORK (p.102)

2.8 Health and Safety Services

- Compliance with:
 - Occupational Health and Safety Act
- Responsibilities:
 - Prepare H&S specifications
 - Monitor implementation
 - Conduct audits and reporting
 - Must be registered and compliant H&S professionals

2.9 Asbestos Monitoring Services

- Services to be conducted by an Approved Inspection Authority (AIA) registered with the Department of Lab

SCOPE OF WORK (p.104)

4.3 Specific Requirements - Engineering Services

- Planning, Studies, Investigations and Assessments:
 - 4.3.1.1 The Service Provider shall undertake all studies and investigations required to determine the feasibility of projects involving network reticulation, refurbishment, strengthening, electrification, street lighting, and equipment installations/replacements for new and existing networks. Public and stakeholder participation forms an integral part of this phase and must be accommodated by the Service Provider. The cost of these activities must be included in the basic professional engineering fee.
 - 4.3.1.2 The engineering services shall be delivered through the following stage:
 - Stage 1 – Inception
 - ✓ Establish Employer requirements and project objectives.
 - ✓ Assess user needs and available options.
 - ✓ Confirm the project brief.
 - ✓ Ongoing public and stakeholder participation required.

SCOPE OF WORK (p.105 – p.106)

- Stage 2 – Concept and Viability
 - ✓ Develop concept and preliminary designs.
 - ✓ Integrate with existing and future developments.
 - ✓ Submit conceptual design reports for Employer approval.
 - ✓ Continue consultation with stakeholders and affected parties.

- Stage 3 – Design Development
 - ✓ Finalise designs, specifications, cost estimates and programme.
 - ✓ Obtain service authority approvals and wayleaves.
 - ✓ Prepare detailed drawings and documentation.
 - ✓ Submit draft and final designs to the Employer for approval.

- Stage 4 – Documentation and Procurement
 - ✓ Prepare tender documentation.
 - ✓ Advertise and evaluate tenders.
 - ✓ Attend Bid Specification and Evaluation Committees.
 - ✓ Facilitate tender clarification meetings and contract award.

SCOPE OF WORK (p.106 – p.109)

- Stage 5 – Contract Administration and Inspection
 - ✓ Manage and administer construction contracts.
 - ✓ Coordinate inspections and construction monitoring.
 - ✓ Ensure payment certificates and compliance reports are submitted.
 - ✓ Provide Level 1, 2 and 3 construction monitoring as required.
- Stage 6 – Close-Out
 - ✓ Submit as-built drawings
 - ✓ Compile and submit the Project Close-Out Report.
 - ✓ Document project outcomes, challenges, lessons learnt, and recommendations.
- 4.3.1.2 Additional Engineering Services:
 - Act as Leader of the Professional Team
 - Act as the Employer's agent in terms of the Occupational Health and Safety Act
 - Environmental Officer
 - Service Enquiries/Wayleave Applications/Customer Engagements
 - Construction Monitoring
 - The Service Provider shall ensure the availability of:
 - ✓ Clerks of Works (Electrical, Civil, Mechanical)
 - ✓ Engineering Technicians (Electrical, Civil, Mechanical)
 - ✓ Installation Electricians

SCOPE OF WORK (p.112)

4.8 Community Liaison Officer (CLO)

- May be required to facilitate communication between the Employer, Service Provider and affected communities.

4.9 Security Measures

- Service Providers must be willing to work in high-risk areas.
- Security personnel must be PSiRA registered.
- Security requirements are subject to site-specific risk assessments and Employer approval.

AGREEMENTS & CONTRACT DATA (p.37 – p.52)

- C.1.1 Form of Offer and Acceptance ([Form of Offer and Acceptance.pdf](#))
- C1.2 Contract Data ([Contract Data.pdf](#))
- C.1.3 Occupational Health & Safety Agreement ([Occupational Health and Safety Agreement.pdf](#))

AGREEMENTS & CONTRACT DATA (p.56)

3.12 Penalties and Fines

- The penalty amount per day is as follows:
 - A penalty fee of 0.1 % of the value of the works project document per day will be charged against the Service Provider for failing to commence with the works as per the agreed timeline.
 - In the event that the City of Cape Town requires information at a particular date and specified time from the Service Provider, and the Service Provider fails to provide the information . A penalty fee of 0.1 % of the value of the works project document per day will be charged against the Service Provider for failing to provide information required.
 - A penalty fee of 0.1 % of the value of the works project document per day will be charged against the Service Provider for failing to complete the works as per the agreed timeline. These timelines will be agreed in line with the guidelines given in Section 14 of the C3.1 Contract Data.

AGREEMENTS & CONTRACT DATA (p.59)

5.4.1 Insurances

- The Service Provider is required to take out and maintain, for the full duration of the performance of this contract, the following insurance cover:
 - Professional Indemnity (PI) insurance providing cover in an amount of not less than R5 000 000 in respect of each and every claim during the period of insurance. Where the entity tendering is a joint venture then the value of the PI insurance cover required may be shared between the joint venture partners in proportion to the percentage contribution of each party to the joint venture.
 - Public Liability insurance with a limit of indemnity of not less than R20 000 000 for any single claim, the number of claims to be unlimited during the contract period.
 - Insurance in terms of the provisions of the Compensation for Occupational Injuries and Diseases (COID) Act No. 130 of 1993.
 - Insurance to the value of R 2 000 000 for damage to or physical loss of property of the Employer that is not part of the work, arising directly from the activities of the contract or other possible scenarios

RETURNABLE SCHEDULES (p.130 – 222)

- Key Submission Requirements
 - All Returnable Schedules must be fully completed, signed where required, and submitted with the tender. Failure to submit mandatory schedules or supporting documents may result in the tender being deemed non-responsive. [Returnable Schedules.pdf](#)

- Administrative Compliance Documents
 - Complete and sign the following:
 - ✓ Schedule 1: Compulsory Enterprise Questionnaire
 - ✓ Schedule 2: Certificate of Independent Tender Determination
 - ✓ Schedule 4: Declaration of Past SCM Practices (MBD 8)
 - ✓ Schedule 5: Declaration of Interest (MBD 4)
 - ✓ Schedule 6: Conflict of Interest
 - ✓ Schedule 7: Authorisation for Deduction of Outstanding Municipal Accounts
 - ✓ Schedule 8: Compliance with Labour Legislation
 - ✓ Schedule 9: City of Cape Town Supplier Database Registration
 - ✓ Schedule 21: Deviations and Qualifications
 - ✓ Schedule 22: Record of Addenda
 - ✓ Schedule 24: Preference Schedule
 - ✓ Schedule 25: Appeal Application

- Experience and Functionality Requirements
 - Tenderers must provide evidence of:
 - ✓ Relevant project experience (Schedule 11)
 - ✓ Consultancy services provided to Organs of State (Schedule 10)
 - ✓ Functionality submissions (Schedule 15)

RETURNABLE SCHEDULES (p.130 – 222)

- Key Personnel Requirements (Schedule 12)
 - Tenderers must:
 - ✓ Complete all applicable Key Personnel schedules
 - ✓ Provide qualifications and registrations
 - ✓ List relevant project experience
 - ✓ Attach updated CVs
 - ✓ Attach professional registration certificates
 - ✓ Ensure registrations remain valid during evaluation
- Supporting Documentation
 - Attach the following where applicable:
 - ✓ Joint Venture Agreement (Schedule 3)
 - ✓ Support Resources (Schedule 13)
 - ✓ Professional Indemnity Insurance (Schedule 14)
 - ✓ Schedule of Subcontractors (Schedule 20)
 - ✓ Personnel Schedule (Schedule 19)
 - ✓ Any additional documentary evidence required in Schedule 26



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Thank You

QUESTIONS?

Making progress possible. Together.