



MEETING MINUTES

DATE	30 JUNE 2026
CONTRACT	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.
TIME	10:00 TO 12:00 PM
LOCATION	AUDITORIUM, GROUND FLOOR, HEAD OFFICE BUILDING, BLOEMHOF CENTRE, OAKDALE, BELLVILLE & TEAMS
PURPOSE	BRIEFING MEETING (VIRTUAL OR PHYSICAL, NON-COMPULSORY BUT STRONGLY RECOMMENDED)

MEETING NOTES

AGENDA / ACTION ITEMS	REFERENCE	DISCUSSION SUMMARIES
INTRODUCTION		<ul style="list-style-type: none">- The City's project team was introduced to the attendees.- The purpose of the clarification session was explained, namely, to provide an overview of the tender requirements and to highlight critical submission requirements and the evaluation criteria.- Attendees were advised that the presentation served as a summary of the tender requirements and did not replace the official tender documentation.- It was emphasized that tenderers are responsible for familiarizing themselves with all tender documents, conditions, and requirements.- Tenderers were reminded that all submissions must be completed in full, duly signed, and accompanied by the required supporting documentation.- Attendees were requested to ensure that the attendance register was signed before leaving the session, while virtual attendees were requested to provide their contact details via the meeting chat.- It was noted that a Questions and Answers session would be conducted at the conclusion of the presentation.
DISCUSSION	GENERAL TENDER INFORMATION	<ul style="list-style-type: none">- Tender No: 276C/2025/26- Tender Description: 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



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

Including Feasibility Studies for The Installation and Replacement of Electrical Equipment and Infrastructure

- Tender advertised on 12 June 2026.
- Closing date is 16 July 2026 at 10:00 am.
- Contract Period: 60 Months (Subject to approval of an MFMA Section 33 process)
- Tender Fee of R250.
- Tender box address: **Tender Box No.237** Tender & Quotation Boxes Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.
- Clarification meeting (non-compulsory, but strongly recommended)
- Queries relating to the document can be e-mailed to: SCM.Tenders23@capetown.gov.za

C.3.11 Evaluation of tender offers

- Unless otherwise stated in the Conditions of Tender, a contract will be concluded with the tenderer who scores the highest number of tender adjudication points.

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.
- 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.



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

- 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).

- 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

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 from tender document page (9 – 11) was discussed.

C.2.1.4.4 Professional Indemnity Insurance



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

- 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

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.2.1.4.6.1 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



	<p>SCOPE OF WORK (p.99 – p.100)</p>	<ul style="list-style-type: none">- Key responsibilities of service provider:<ul style="list-style-type: none">✓ Design & oversee civil & structural works (excavations, demolition, ducts etc.)✓ Responsible for fire detection & suppression system design.- Subcontracting:<ul style="list-style-type: none">✓ Allowed only with Employer approval✓ Main Service Provider remains accountable for quality and supervision- Designs include:<ul style="list-style-type: none">✓ First principle designs and reuse of Employer's designs✓ Copyright remains with the Employer- Service areas:<ul style="list-style-type: none">✓ City of Cape Town – Area North, South, East- Bidders may submit as:<ul style="list-style-type: none">✓ 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. <p>2. Description and extent of the services required</p> <ul style="list-style-type: none">- 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 frame.- Building plan submissions and targeted procurement are part of the normal services. <p>2.1 Principal Agent</p> <ul style="list-style-type: none">- Separate service (priced separately).- Responsibilities:<ul style="list-style-type: none">✓ Contract & project management (e.g., JBCC)
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	<p>SCOPE OF WORK (p.106 – p.109)</p>	<ul style="list-style-type: none"> o Advertise and evaluate tenders. o Attend Bid Specification and Evaluation Committees. o Facilitate tender clarification meetings and contract award. ✓ Stage 5 – Contract Administration and Inspection <ul style="list-style-type: none"> o Manage and administer construction contracts. o Coordinate inspections and construction monitoring. o Ensure payment certificates and compliance reports are submitted. o Provide Level 1, 2 and 3 construction monitoring as required. ✓ Stage 6 – Close-Out <ul style="list-style-type: none"> o Submit as-built drawings o Compile and submit the Project Close-Out Report. o Document project outcomes, challenges, lessons learnt, and recommendations. - 4.3.1.2 Additional Engineering Services: <ul style="list-style-type: none"> ✓ 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: <ul style="list-style-type: none"> o Clerks of Works (Electrical, Civil, Mechanical) o Engineering Technicians (Electrical, Civil, Mechanical) o Installation Electricians <p>4.8 Community Liaison Officer (CLO)</p> <ul style="list-style-type: none"> - May be required to facilitate communication between the Employer, Service Provider and affected communities. <p>4.9 Security Measures</p> <ul style="list-style-type: none"> - 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. <ul style="list-style-type: none"> - C.1.1 Form of Offer and Acceptance from tender document page (41-52) was discussed. - C1.2 Contract Data from tender document page (53-64) was discussed.
	<p>SCOPE OF WORK (p.112)</p>	



	<p>AGREEMENTS & CONTRACT DATA (p.37 – p.52)</p> <p>AGREEMENTS & CONTRACT DATA (p.56)</p> <p>AGREEMENTS & CONTRACT DATA (p.59)</p>	<ul style="list-style-type: none">- C.1.3 Occupational Health & Safety Agreement page 65 from the tender document was discussed.3.12 Penalties and Fines- The penalty amount per day is as follows:<ul style="list-style-type: none">✓ 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.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:<ul style="list-style-type: none">✓ 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.- Key Submission Requirements
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	<p>RETURNABLE SCHEDULES (p.130 – 222)</p> <p>QUESTIONS & ANSWERS</p>	<ul style="list-style-type: none">✓ 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 from tender document page (132-222) was discussed. <p>Question 1: Earthing Design Track Record Value (p.13 Tender Document) Tenderer's Question: The tender document refers to substation earthing designs for indoor and outdoor high-voltage substations with a construction project value greater than or equal to R6 million. However, R6 million for earthing design is quite comprehensive with reference to the earth grid itself, if we verify that with the content of the section above it (item b. of the track record of the functionality criteria "<i>Electrical MV/HV network designs including construction monitoring projects (Greenfield or refurbishment)</i>") where construction project value is greater or equal to 6 million for each). Is the City sure that the values are in line with each other and would speak to a comprehensive layout and design thereof itself? R6 million is an excessive value for earth grid design vs. R6 million for a reticulation design that is not so excessive?</p> <p>Response: Note the replacement pages accompanying this notice – value reduced from R6 million to R2.5 million for the substation earthing designs for indoor and outdoor high-voltage substations. The threshold with reference to substation earthing designs for indoor and outdoor high-voltage substations includes the construction component of the project for which the earthing design services were provided and not as a standalone value of the earthing grid installation only.</p> <p>Question 2: Voltage Range Covered by the Tender Tenderer's Question: Clarity was required on the voltage ranges covered under this tender with reference to medium-voltage (MV) and high-voltage (HV)?</p> <p>Response: The scope of the contract may include projects for electrical networks and substations with voltages ranging from 400V up to 132kV, depending on project requirements. The City's distribution network includes voltage levels of 400V, 11kV, 33kV, 66kV and 132kV.</p> <p>Question 3: Allocation of Key Personnel Roles (p.19 Tender Document) Tenderer's Question:</p>
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Clarity was required with reference to page 19 of the **Tender Document** which states “Different individuals shall be identified for each of the key personnel listed above, except for the ones listed below” refer to the below extra:

Different individuals shall be identified for each of the key personnel listed above, except for the listed below:

- Project Manager (PM)
- Principal Agent (PA)
- Employer’s Agent
- Project Engineer
- Construction Monitoring Professionals
- Electrical (General Services, Building Services and Earthing Services), Structural, Civil, and Mechanical Engineers

Does it mean that the key personnel listed on the above extra (Project Manager (PM), Principal Agent (PA), Employer’s Agent, Project Engineer, Construction Monitoring Professionals and Electrical (General Services, Building Services and Earthing Services), Structural, Civil and Mechanical Engineers are separate or is it one individual identified and they will remain in that task for the next 60 months? Can it be two persons listed under each of them or only one?

Response:

Only one key staff per service/position submitted as part of Schedule 12: Key personnel will be evaluated for functionality scoring. Additional personnel, other than key personnel listed in clause C.2.1.4.6 may be indicated / submitted as part of Schedule 19. Should it become necessary to replace any of the key personnel listed at the time of tender during the course of this contract, they may only be replaced by individuals with similar or better qualifications and experience, who satisfy the minimum requirements and then only with the approval of the Employer. Note the replacement pages accompanying this notice.

Question 4: Preferred Security Service Providers

Tenderer’s Question:

Where security services are required, is there a preferred City-appointed security provider that consultants must use, or may consultants appoint their own security services providers?

Response:

No preferred security services provider has been prescribed by the City. Consultants are responsible for procuring suitable security services where required and may utilise the applicable security-related items included in the pricing schedule when working in high-risk areas.



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Question 5: Responsibility of Security services providers between Consultant and Contractor on site

Tenderer's Question:

Where does the responsibility for site security rest between the consultant and the contractor?

Response:

Each party is responsible for ensuring the safety and security of its own personnel while performing its contractual obligations. Consultants must make provision for the protection of their personnel, and contractors are similarly required to ensure the safety of their workforce in accordance with their contracts.

Question 6: Functionality Scoring of Key Personnel

Tenderer's Question:

The functionality table for Key Personnel indicates that certain positions have a maximum score of 11 points. Can the City confirm how these points are calculated and whether the maximum score is derived from both years of experience and number of projects completed?

Response:

Yes, the maximum score for certain key personnel is derived from both years of experience and number of projects. In terms of **Clause C.2.1.4.6.2 – Key Personnel**, functionality points are awarded based on two evaluation criteria for each key personnel position:



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.

Position	Years' Experience – Post Registration		Number of Projects (B):	
Position	Years' Experience – Post Registration (A)		Number of Projects (B):	
Project Leader Electrical/Structural/Civil/Mechanical Engineer or Technologist (Pr Eng/ PrTechEng) (Max = 11 points) Relevant verified post registration experience in the design and construction of electrical reticulation networks (both overhead and underground) for all voltages from 400 V to 132kV / Structural designs and analysis (reinforced concrete, steel and composite structures) / Civil designs and engineering (bulk earthworks and site development) / Mechanical designs and systems (HVAC systems, plumbing and fire protection systems)	Criteria	Score	Criteria	Score
	Less than 5 years' experience	0	0 projects =	0
	Equal / more than 5; less than 8 years	5	1 project =	1
	Equal / more than 8 years	7	2 projects =	2
			3 projects =	3
			> 3 projects =	4

ACTION ITEMS

CITY'S TEAM

- Issue Meeting Minutes

MEETING CLOSURE