



MINUTES OF TENDER CLARIFICATION MEETING FOR TENDER 42Q/2026/27 FRAMEWORK TENDER: DUNE REHABILITATION, VEGETATION MANAGEMENT AND MAINTENANCE FOR THE CITY OF CAPE TOWN

Tender Number: 42Q/2026/27

Tender Title: Framework Tender: Dune Rehabilitation, Vegetation Management and Maintenance for the City of Cape Town

Date: 27 August 2026

Time: 10h00

Venue: Microsoft Teams (Virtual Meeting) and City of Cape Town offices (hybrid attendance), 7th Floor, 44 Wale Street, Cape Town.

1. Attendance

City of Cape Town Representatives

- Natalie Newman (Chairperson)
- Sameeg Hendricks
- Mathabo Malange

Tenderers

Various prospective tenderers and representatives attended virtually and in person.

Attendees were requested to record their company names, representative details and contact information in the Teams chat for attendance purposes. The meeting was recorded for record keeping.

2. Opening and Administrative Matters

The Chairperson, Natalie Newman, welcomed attendees and opened the clarification meeting.

Key administrative matters noted:

- The meeting related to Tender No. 42Q/2026/27.
- The meeting was recorded.

- Attendees were requested to submit attendance details via the Teams chat.
- Questions during the presentation were to be raised through the "hand raise" function or via the chat.
- The clarification meeting was confirmed to be non-compulsory.

3. Purpose of the Session

The purpose of the clarification meeting was to:

- Provide prospective tenderers with an overview of the tender requirements.
- Explain the scope of works.
- Clarify eligibility and functionality requirements.
- Explain the framework contract structure.
- Highlight pricing, returnable schedules and contract conditions.
- Provide an opportunity for tenderers to raise questions prior to tender submission.

4. Overview of the Tender

The City of Cape Town Coastal Management Branch requires the provision of:

- Dune rehabilitation.
- Vegetation management and maintenance.
- Rehabilitation of existing dune systems.
- New dune rehabilitation projects.
- Ad hoc and emergency dune maintenance interventions.
- Windblown sand management.

The framework contract will:

- Operate city-wide.
- Be valid for 36 months.
- Be implemented on an "as and when required" basis.
- Follow a winner-takes-all allocation model with one alternative contractor per category.

5. Contract Structure and Categories

The framework contract consists of three categories:

Category	CIDB Grading	Project Value Range
A	2SH	Above R500,000 up to R1,000,000
B	3SH	Above R1,000,000 up to R3,000,000

Category	CIDB Grading	Project Value Range
C	4SH	Above R3,000,000 up to R6,000,000

Additional notes:

- Tenderers may bid for one, two or all categories.
 - A single tenderer may be awarded one, two or all categories.
 - One winner and one alternative bidder will be appointed per category.
 - The City reserves the right not to appoint any bidder if suitable submissions are not received.
-

6. Geographical Scope / Site Information

The works will be undertaken within the City of Cape Town municipal coastal area and include:

Atlantic Coast

- Table View Dune Project
- Hout Bay Dune Rehabilitation Project
- Witsand Dune Management Area

False Bay Coast

- Glencairn Dune Rehabilitation Project
- Fish Hoek Dune Rehabilitation Project
- Sonwabe Dune and Sand Management Project
- Monwabisi Dune and Sand Management Project
- Fleur Park Dune Rehabilitation Project (Gordon's Bay)

The contract may apply to any suitable coastal dune system within the municipal boundaries.

7. Key Tender Requirements

Tenderers were reminded that:

- Appropriate CIDB gradings are mandatory.
 - Tenderers must be in good standing with the Bargaining Council.
 - All functionality evidence must be submitted.
 - Returnable Schedules 10 and 13 are mandatory for functionality evaluation.
 - All schedules requiring signatures must be fully completed and signed.
 - Failure to complete mandatory schedules may result in the tender being deemed non-responsive.
-

8. Returnable Schedules

Special emphasis was placed on:

Schedule 10

- Schedule of Work Experience of Tenderer.
- Must be completed in the prescribed format.
- References must be contactable.

Schedule 13

- Qualifications and Experience of Staff.
- Must contain all required supporting evidence.

Other Important Schedules

- Schedule 1: Compulsory Enterprise Questionnaire.
- Schedule 2: Certificate of Independent Tender Determination.
- Schedule 4-9: Mandatory declarations.
- Schedule 16: Subcontractors.
- Schedule 17: Health and Safety Plan.
- Schedule 19: Functionality Criteria.
- Schedule 23: Preference Schedule.

The evaluation team emphasised that incomplete or unsigned schedules could result in disqualification. Physical signatures were recommended over electronic signatures.

9. Functionality Evaluation

The functionality criteria include:

Tendering Entity Track Record

- Dune rehabilitation projects completed within the littoral active zone.
- Public sector dune rehabilitation and maintenance projects.

Key Personnel

Environmental Restoration/Rehabilitation Specialist:

- Relevant experience.
- Leadership and supervisory experience.
- SACNASP registration and qualifications.

Horticulturist:

- Relevant indigenous vegetation and dune rehabilitation experience.

- Leadership experience.
- Relevant qualifications.

Tenderers must submit supporting evidence including:

- CVs.
- Contactable references.
- Certificates of completion.
- Qualification certificates.
- Professional registration certificates where applicable.

10. Price Preference

The tender will be evaluated on a **90/10 Preference Point System** as follows:

Criteria	Points
Price	90
Specific Goals	10

Specific Goals Allocation

Goal	Points
Promotion of Micro and Small Enterprises	4
Enterprise Supplier Development and Socio-Economic Development	3
Skills Development or Employee Share Scheme	3

11. Pricing and BOQ

The following key points were highlighted:

- Tenderers must carefully consider all specifications when pricing.
- No items should be left blank.
- Blank items, dashes or zero entries will be treated as nil rates.
- The City may utilise items priced at nil rates at no cost to the employer.
- Alternative rates submitted after tender closure will render the tender non-responsive.
- Category pricing must match the categories selected by the tenderer.
- BOQ schedules are identical across categories.

BOQ sections include:

- Preliminary and General
- Dayworks
- Site Clearance

- Earthworks
 - Dune Vegetation Rehabilitation and Maintenance
 - Irrigation Systems
 - Electrical Works
 - Stormwater
 - Fencing
 - Gabions
-

12. Contract Conditions

The contract is based on:

General Conditions of Contract for Construction Works (3rd Edition, 2015).

Important conditions include:

Contract Period

- 36 months.
- Not later than 30 June 2030.

Penalties

- Category A: R2,000 per day.
- Category B: R5,000 per day.
- Category C: R7,000 per day.

Maximum penalties:

- Capped at 10% of project value.

Performance Guarantees

- Category A: None required.
- Category B: R450,000.
- Category C: R900,000.

Contract Price Adjustment

- Applicable from month 13.
- Annual adjustment thereafter.

Retention

- ≤ R200,000: No retention.
- R200,001 to R1 million: 10%.
- Above R1 million: 5%.

Insurance

Required per category:

- Category A: Up to R1 million.
 - Category B: Up to R3 million.
 - Category C: Up to R6 million.
-

13. Works Allocation Process

The process consists of five stages:

Stage 1

Employer prepares scope and determines category.

Stage 2

Contractor reviews scope and attends compulsory project meeting.

Stage 3

Employer reviews preliminary BOQ and finalises project allocation.

Stage 4

Contractor accepts or refuses the works package and submits returnables.

Stage 5

Project commences upon issue of official City Purchase Order.

The alternative contractor may be approached if:

- The winner declines the work.
 - The winner's submission for the specific project is non-responsive.
-

14. Procurement Documentation

Tenderers were reminded that:

- Tender documents are available physically from the Tender Office, Civic Centre as advertised.
- All communication must be channelled through Supply Chain Management.
- Direct communication with project staff is not permitted.

- Queries should be submitted as early as possible and not shortly before tender closure.
-

15. Other Key Notes

- The tender closes at **10h00 on 14 September 2026**.
 - Tender Box Number: **245**.
 - Tender validity period: **84 days (12 weeks)**.
 - Tenderers must provide contactable references.
 - "AND" submission requirements mean all listed evidence is compulsory.
 - Tenderers were advised to carefully complete all documents in the prescribed format
-

16. Scope of Works

The scope includes:

New Dune Rehabilitation Projects

- Site establishment.
- Earthworks.
- Sand stabilisation systems.
- Irrigation infrastructure.
- Vegetation propagation and planting.
- Fence installation.
- Minor concrete works and gabions.
- Monitoring.

Maintenance of Existing Rehabilitation Projects

- Vegetation management.
- Irrigation maintenance.
- Sand stabilisation maintenance.
- Erosion control.
- Dune reshaping and reprofiling.
- Fencing repairs.
- Monitoring and reporting.

Ad Hoc and Emergency Works

- Small-scale dune interventions.
- Sand management.
- Plant rescue and propagation.
- Access management.
- Irrigation and infrastructure repairs.

- Minor civil works.
-

17. Questions Raised

Question 1

Can the required functionality forms be replicated in Word format?

Response:

Yes. The format may be replicated provided all the required information is presented in the same format and the prescribed tender schedule remains completed and signed.

Question 2

Can electronic signatures be used?

Response:

Physical signatures are strongly recommended due to the requirement for physical tender submission.

Question 3

Where can the tender documents be obtained?

Response:

From the Tender & Quotation Office, Civic Centre, Cape Town as per the advertisement.

Question 4

Can the City confirm whether any prospective bidder assisted in developing the tender criteria and methodology?

Response:

No. The tender was developed internally by the Coastal Management Branch, and no external service providers were involved in drafting the tender documentation.

Question 5

How should tender-related queries be submitted?

Response:

All communications must be directed through the Supply Chain Management contact details provided in the tender documentation. Queries should be submitted as early as possible.

18. Closing

The Chairperson thanked all attendees for their participation and encouraged tenderers to ensure their submissions are complete, signed and compliant with all tender requirements.

The meeting was formally closed at approximately 10:58.

Prepared by:

Natalie Newman
Head: Coastal Management

Date: _____