



ETHEKWINI MUNICIPALITY

ETHEKWINI WATER SERVICES DIRECTORATE

Contract Number: 34238-5W

Contract Title: Professional Service Contract for the Provision of Design & Construction Monitoring of Bulk Reservoir Inlet and Outlet Metering Phase 2 DN> 400

Minutes for the Compulsory Clarification Meeting

Date of Meeting: 23 January 2026 @ 10H00

Venue: 3 Prior Road, Third Floor, Room 301

Item	Description	Action
1.	<p>Attendees Devashan Govender (DG) – Water Design Branch (WD) Sivashan Pillay (SP) – Water Design Branch (WD) Truman Hardon (TH) – Water Design (WD) Tenderers Present – Refer to the attendance register in Annexure 1</p>	
2.	<p>Welcome DG welcomed all to the clarification meeting. DG advised the tenderers to fill in their details and sign the register. DG stated that attendance to the meeting will be as per the register.</p>	
3.	<p>Project Background DG eThekweni Municipality's Water and Sanitation Unit has identified within its bulk reservoir supply network the need to introduce and replace Bulk Reservoir Meters on existing infrastructure. This will assist the operations department to improve the management and distribution of water within the system, and enable water balancing to be carried out at a reservoir level. This contract forms the second Phase of the rollout, for the design and construction monitoring of all reservoir sites with Inlet/Outlet Meters > 400ND , across all the operational areas within the Municipal boundary.</p>	
4.	<p>Scope of Work DG stated that the high level scope of work to be covered under the tender shall include:</p> <ul style="list-style-type: none"> • The auditing of all the reservoir sites (224) across the operational boundary of the eThekweni Municipality • The design/sizing of all remaining inlet/outlet flow meters, and pipework including ancillary civil works, preliminary identified at the 44 reservoir sites outline in the Table 1 on page 63 • The preparation of the documentation for contractor procurement. • The construction monitoring of all civil works; • Liaising with all the relevant project stakeholders. The relevant project stakeholders 	

	<ul style="list-style-type: none"> • The submission of designs to the relevant branches within EWS for approval. • Project close out and as-builts. 	
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5.	<p>Programme DG stated the following:</p> <ul style="list-style-type: none"> • Tenders opened on the 12th of December 2025 • All email queries are to be submitted by 5th February 2026. Answers will be consolidated and uploaded on 12th February 2026. • The tender closes on the 20 of February 2026 at 11H00. No late tender submissions will be accepted. • Tenders are to be submitted at 166 K E Masinga Road in the tender boxes in the foyer of the municipal building. • The contract duration is 36 months. • The contract start date will be 14 days after the award of the contract. • The anticipated contract start date will be June 2026 at latest. 	
6.	<p>Conditions of Tender DG stated that the conditions of tender for this project are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement (July 2015).</p> <p>DG mentioned that tenders will be evaluated in accordance with the eligibility criteria, functionality criteria and price and preference point system.</p> <p>DG stated that the eligibility criteria can be found on page 5 of the tender document. Should the tenderer fail to meet the eligibility criteria than the tenderer will be disqualified.</p> <p>DG said that tenders will be evaluated based on the functionality specification on page 10. The functionality evaluation is broken up into two sections, namely The experience of the tenderer and Qualifications and Competence of key staff. A minimum of 70 points must be scored in order for the tenderer to pass the functionality evaluation. Tenderers will be deemed non-responsive should they score below 70 points for functionality.</p> <p>DG mentioned that only experience gained in the last 15 years (2010 to present) on completed projects relating to the design and construction monitoring of water Trunk/Bulk mains of various sizes as outlined in the table on page 36, will be considered when evaluating the experience of the tenderer. This schedule contributes 30 functionality points.</p> <p>DG stated that tenderers are to attach the supporting documents for the evaluation. The supporting documents include the completed employer reference proforma (this form must be completed and signed by the past employer) and the letter of appointment for past projects. If the tenderer does not submit the supporting documents for a particular project, then that project will not be considered when evaluating the experience of the tenderer.</p>	
	<p>DG mentioned that the evaluation schedule for qualifications and competencies of key staff can be found on pages 40-42. This schedule contributes 70 functionality points. The tenderer is to complete this evaluation schedule as per the instructions on pages 40 & 41. The evaluation schedule for qualifications and competencies of key staff makes mention of the terms comparable experience, which for the purpose of this contract is defined in the table on page 41. Error was made on page 40 with reference to Comparable experience. Note 1 under table on page 41 is correct reference to comparable projects. The supporting documents for the evaluation schedule will include CV's & Certificates (academic qualifications, candidate/ professional registration etc). The CVs of the key staff member must be no more than 3 Pages. The declaration of involvement in the project on</p>	

	<p>the CV must be signed, failure to sign the declaration will result in zero points being allocated for the resource.</p> <p>DG stated that the price and preference evaluation will be as per the PPPFA. The 80/20 price and preference points system will be used in this contract. Eighty points will be awarded for price and twenty points will be awarded for preference. Preference points will be awarded based on the ownership goals. Ten points will be awarded based on the percentage of black ownership and ten points will be awarded based on the percentage of female ownership.</p> <p>DG mentioned that the returnables for this document are on pages 17-46. Moreover, tenderers are to ensure that all returnables are completed. Failure to complete all returnables may result in disqualification.</p> <p>DG stated that contract participation goals (CPG) will be applicable to this contract. The minimum CPG is ten percent of the total contract value (excluding VAT). Moreover, CPG cannot be claimed from allowances, time-based fees and provisional sums. There will be penalties if the CPG is not met. The penalties for not achieving CPG can be found on pages 55 & 44.</p> <p>DG mentioned that the tender validity period for this contract is 12 Months.</p>	
7.	<p>Special Attention DG stated that no alternate offers will be considered.</p> <p>DG stated that any addenda will be emailed to the attendees of the meeting. The minutes of the clarification meeting are to be signed and attached to the tender submission.</p> <p>DG noted that over the duration of this project, it is expected that the service provider will have interactions with the following EWS branches, Customer Services, C&I, Operations and WDNRW</p> <p>DG stated that the insurance requirements, professional indemnity, and public liability are provided on page 52.</p> <p>DG also stated that a 10% retention will be applied to this contract. Retention will only be released upon the submission and acceptance of the final as built drawings.</p>	
Item	Description	Action
	<p>DG noted that project milestones will be applied to this contract. Failure to meet these milestones will result in penalties. Three project milestones are applicable to the contract. These are the design, tender documentation, and tender evaluation milestones. The penalty for not meeting a milestone is R5000/day until the milestone is met. The details for the project milestones can be found on page 51 of the tender document.</p> <p>DG stated that additional penalties are applicable to this contract. The additional penalties are to ensure that the employer has sufficient time to request for additional budget for the construction contract. DG further stated that if the additional budget required for the construction contract is more than 20 percent of the contract authority then the employer must be notified at least nine months in advance. If the additional budget required for the construction contract is less than 20 percent of the contract authority, then the employer must be notified at least four months in advance. Should the service provider fail to notify the employer within the required timeframes than a penalty which is equal to 1 percent of the tendered value for 34238-5W will be applied.</p> <p>DG mentioned that the escalation applied to this contract will be as per page 68.</p> <p>DG stated that additional duties that are required shall be remunerated on a time-based fee. The rates submitted shall be used for the duration, which will include for any extension of the period of performance by the bid committee. If the PSP submits a non-numerical</p>	

	rate or the PSP fails to submit a rate, then that additional duty shall be taken to be done at a zero rate.	
8.	<p>Completion of Tenders DG mentioned the following:</p> <ul style="list-style-type: none"> • The form of offer, on page 47, must be completed. Failure to fill in the mandatory fields will invalidate the tender. • The required documents for the tax compliance status pin/tax clearance certificate returnable must be submitted. Failure to submit the required documents will result in disqualification. • The declaration of municipal fees returnable must be completed. Failure to sign and submit all the required documents will result in disqualification 	
9.	<p>Communications DG stated that all communications are to be directed to Devashan Govender. The contact details can be found in the tender document.</p>	
10.	<p>Question and Answer Session</p> <p>1. Question: Do you require only one of the two documents that are required for tenderers experience to be evaluated , ie Signed Proforma or Appointment Letter ?</p> <p>Answer: No, both documents are required to be submitted by the tenderer for the experience to be accepted for the respective projects that points are being claim for.</p> <p>2. Question: Under the section regarding the Consulting Fee on Page 57, there is reference to Site Description on Page 63 that has Table 1 which has 44 meters, while the description of work on Page 62 makes reference to 224 reservoir sites to be audited.</p> <p>Answer: All 224 reservoir sites are required to be audited, however most of the sites have been completed. The table on page 63, shows the list of the preliminary number of meters that require installation and will form the basis of the civil contracts scope for the number of sites. Additional meters picked up in the audit will be included to this and paid for under the item in the BOQ regarding additional meters, which is to be priced.</p> <p>3. Question: With regards to the metering, do you intend a standalone metering or does it need to include the design of telemetry and electrical supply?</p> <p>Answer: We have an existing telemetry contract active with our C&I department. The meter will have to commissioned under the appointed up to the point to be connected into the telemetry. Termination of the meter into the transmitter and able to connect with to our telemetry. The PSP will need to engage with the C&I team to confirm integration.</p> <p>4. Question: Will power supply fall under the PSPs investigation, is the audit required to cover Mechanical, electrical and SCADA aspects?</p> <p>Answer: Yes the power supply will fall under the PSPs investigation and also depending on the progress of our C&I team with the current telemetry project, the electrical supply will be arranged by either party depending on the site. There will be no need for a SCADA audit to be carried out by the PSP, as this has been done by C&I department.</p> <p>4. Question: As per Page 54, clarity required if the retention will be held only for consulting services linked to the construction contract only or will the retention be held on the total value of the PSP appointment?</p>	

	<p>Answer: The retention will be held on the total value of the work carried out by the PSP and not only linked to the services directly linked to the construction supervision and monitoring.</p> <p>5. Question: Clarity required regarding the period of which experience of key personnel is to be evaluated, Page 40 makes reference to past 10 years and Page 42 makes reference to 15 years?</p> <p>Answer: The period of the experience will be amended to now reflect that the period of experience of proposed key personnel, will include their total working career, after qualification was obtained, will now be considered.</p> <p>5. Question: Clarity required regarding the minimum project value, Page 14 refers to a minimum Project value of R 10 Million and Page 13 refers to R 5 Million?</p> <p>Answer: Project value of R 10 Million on Page 14 , is the cumulative minimum total for projects, each meeting the minimum R 5 Million, and hence will require 2 or more at R 5 Million each to achieve the R 10 Million minimum.</p>	
11.	<p>Conclusion DG thanked everyone for attending the meeting and reminded everyone to sign the attendance register. In addition, signed the tenderers clarification meeting certificates.</p> <p>The meeting was closed at 10.28</p>	

I hereby declare that the above minutes are an accurate reflection of the compulsory clarification meeting that was held on the 23th of January 2026,

Signed:  _____
Devashan Govender (Pr. Eng)

Date: 23 January 2026

These minutes form part of the Contract Document and are to be signed, dated and returned with the Tender Document.

Tenderer's Signature : _____
Name of Tenderer : _____
Date : _____
Signed at : _____

Annexure 1: Attendance Register