

REQUEST FOR PROPOSAL: APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT, PROOFREADING, EDITING AND PRINTING OF INTEGRATED ANNUAL REPORTS AND CORPORATE PLANS FOR A PERIOD OF 3 YEARS.	
TENDER NUMBER: HO/STR/521/10/2026	

BID NUMBER: HO/STR/521/10/2026 REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT, PROOFREADING, EDITING AND PRINTING OF INTEGRATED ANNUAL REPORTS AND CORPORATE PLANS FOR A PERIOD OF 3 YEARS.
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CLOSING DATE	16 NOVEMBER 2026
CLOSING TIME	12:00
BRIEFING SESSION	COMPULSORY BRIEFING
	26 OCTOBER 2026
	TIME: 10:00 Umjantshi House 30 Wolmarans Street Braamfontein
BID DOCUMENTS DELIVERY ADDRESS	PASSENGER RAIL AGENCY OF SOUTH AFRICA Umjantshi House 30 Wolmarans Street Braamfontein
BIDDER NAME	

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Disclaimer

This document is provided solely for the purpose set out in this RFP and is not intended to form any part or basis of any investment decision by Bidders. The recipient should not consider the document as an investment recommendation by PRASA or any of its advisers.

Each person to whom this document (and other later documents) is made available must make his own independent assessment of the Project after making such investigation and taking such professional advice as he/she or it deems necessary. Neither the receipt of this document or any related document by any person, nor any information contained in the documents or distributed with them or previously or subsequently communicated to any Bidder or its advisers, is to be taken as constituting the giving of an investment advice by PRASA or its advisers.

Whilst reasonable care has been taken in preparing this RFP and other documents, they do not purport to be comprehensive or true and correct. Neither PRASA nor any of its advisers accept any liability or responsibility for the adequacy, accuracy or completeness of any of the information or opinions stated in any document.

They acquaint themselves with this RFP and take note that no representation or warranty, express or implied, is or will be given by PRASA, or any of its officers, employees, servants, agents or advisers with respect to the information or opinions contained in any document or on which any document is based. Any liability in respect of such representations or warranties, howsoever arising is hereby expressly disclaimed.

If any recipient, or its employees, advisers or agents make or offers to make any gift to any of the employees of PRASA or consultant to PRASA on the RFP either directly or through an intermediary then such recipient, Bidder will be disqualified forthwith from participating in the RFP.

Each recipient of this RFP agrees to keep confidential any information of a confidential nature which may be contained in the information provided (the "Confidential Information Provided"). The Confidential Information provided may be made available to Bidder's subcontractors, employees and professional advisers who are directly involved in the appraisal of such information (who must be made aware of the obligation of confidentiality) but shall not, either in the whole or in part, be copied, reproduced,

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distributed or otherwise made available to any other party in any circumstances without the prior written consent of PRASA, nor may it be used for any other purpose than that for which it is intended.

These requirements do not apply to any information, which is or becomes publicly available or is shown to have been made available (otherwise than through a breach of a confidentiality obligation). Bidders, Key Contractors and their constituent members, agents and advisers, may be required to sign confidentiality Contracts/undertakings (in such form as PRASA may require from time to time).

All Confidential Information Provided (including all copies thereof) remains the property of PRASA and must be delivered to PRASA on demand. Further, by receiving this RFP each Bidder and each of its members agrees to maintain its submission in Bid to this RFP confidential from third parties other than PRASA and its officials, officers and advisers who are required to review the same for the purpose of procurement of the RFP.

Any recipient residing outside the Republic of South Africa is urged to familiarise themselves with and to observe any regulatory requirements relevant to the proposed transaction (whether these derive from a regulatory authority within or outside the Republic of South Africa).

Any requirement set out in this RFP regarding the content of a response to the RFP is stipulated for the sole benefit of PRASA, and serves as expressly stated to the contrary, may be waived at its discretion at any stage in the procurement process.

PRASA is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a Proposal in response to it. Please note that PRASA reserves the right to:

- Modify the RFP's goods / service(s) / works and request Respondents to re-bid on any changes;
- Withdraw, amend the RFP at any time without prior notice and liability to compensate or reimburse any respondent;
- Reject any Proposal which does not conform to instructions and specifications which are detailed herein
- Disqualify Proposals submitted after the stated submission deadline;
- Call a respondent to provide additional documents which PRASA may require which have not been submitted to PRASA.

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- Withdraw the RFP on good cause shown;
- Award a contract in connection with this Proposal at any time after the RFP's closing date;
- Make no award at all;
- Validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to PRASA to do so;
- Request annual financial statements prepared and signed off by a professional accountant or other documentation for the purposes of a due diligence exercise; and/or
- Not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it.

To adopt any proposal made by any bidder at any time and to include such proposal in any procurement document which may or may not be made available to other bidders.

All costs and expenses incurred by Bidders in submitting responses to this RFP shall be borne by the Bidders and PRASA shall not be liable for any costs or expenses whatsoever or any claim for reimbursement of such costs or expenses.

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract and/or place the Respondent on PRASA's list of Restricted Suppliers.

PRASA reserves the right to negotiate market-related price with the bidder scoring the highest points or cancel the bid; if the bidder does not agree to a market related price, negotiate a market related price with the bidder scoring the second highest points or cancel the bid; if the bidder scoring the second highest points does not agree to a market related price, negotiate a market related price with the bidder scoring the third highest points or cancel the bid. If the market related price is not agreed as envisaged in this paragraph, PRASA will cancel the bid.

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PRASA reserves the right to negotiations Best and Final Offer (BAFO) with selected Respondents where none of the Proposals meet RFP requirement, are affordable and demonstrate value for money and there is no clear preferred response to the RFP

PRASA will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

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LIST OF BID DOCUMENTS

INVITATION TO BID PART A	Form A
TERMS AND CONDITIONS FOR BIDDING PART B	Form B
TENDER FORM	Form C
BRIEFING SESSION (<i>COMPULSORY</i>)	Form D
STATEMENT OF WORK SUCCESSFULLY CARRIED OUT BY BIDDER	Form E
SECURITY SCREENING FORM	Form F
ACKNOWLEDGEMENT	Form G
SPECIAL CONDITIONS: FUNDING CONTINGENCY	Form H
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1 LIST OF ANNEXURES TO THE RFP

PRASA Returnable Forms	Annexure A
Tender Form C	Annexure B
Pricing Schedule	Annexure C
Tender Briefing Session	Annexure D
Draft Contract	Annexure E
Questions and Answers Tracker	Annexure F Q&A (Clarification form)
Joint Venture Checklist	Annexure G
Schedules 1-4	Annexure H

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2 ACRONYMS

BBBEE	Broad Based-Black Economic Empowerment
DTiC	The Department of Trade and Industry and Competition
PPPFA	Preferential Procurement Policy Framework Act 5 of 2000 (as amended from time to time)
PFMA	Public Finance Management Act No.1 of 1999 (as amended from time to time)
PRASA	Passenger Rail Agency of South Africa
RFP	Request for Proposal
SANAS	South African National Accreditation System

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3 INTERPRETATION

In this RFP, unless inconsistent with or otherwise indicated by the context –

- 3.1 headings have been inserted for convenience only and should not be taken into account in interpreting the RFP;
- 3.2 any reference to one gender shall include the other gender;
- 3.3 words in the singular shall include the plural and vice versa;
- 3.4 any reference to natural persons shall include legal persons and vice versa;
- 3.5 words defined in a specific clause have the same meaning in all other clauses of the RFP, unless the contrary is specifically indicated;
- 3.6 any reference to the RFP, schedule or appendix, shall be construed as including a reference to any RFP, schedule or appendix amending or substituting that RFP, schedule or appendix;
- 3.7 the schedules, appendices and Briefing Notes issued pursuant to this RFP, form an indivisible part of the RFP and together with further clarifying and amending information provided by PRASA, constitute the body of RFP documentation which must be complied with by Bidders;
- 3.8 in the event of any inconsistency between this RFP or other earlier information published with regard to the Project, the information in this RFP shall prevail; and
- 3.9 this RFP shall be governed by and applied in accordance with South African law.

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4 DEFINITIONS

In this RFP and in any other project documents (as defined below) which so provides, the following words and expressions shall have the meaning assigned to them below and cognate expressions shall have a corresponding meaning, unless inconsistent with the context:

- 4.1 “Accounting Authority” means the Board of PRASA;
- 4.2 “Contract” means the Contract to be entered between PRASA and the successful Bidder for the provision of the *services* procured in this RFP.
- 4.3 “Bid” means the Bid to the RFP submitted by Bidders;
- 4.4 “Bidders Briefing Session” means the compulsory briefing session to be held at the offices of PRASA, in order to brief the Bidders about this tender;
- 4.5 “Black Enterprise” means an enterprise that is at least 51% beneficially owned by Black People and in which Black People have substantial Management Control. Such beneficial ownership may be held directly or through other Black Enterprises;
- 4.6 “Black Equity” means the voting equity held by Black People from time to time;
- 4.7 “Black People” has the same meaning as ascribed to the Broad-Based Black Economic Empowerment Act, 2003, as amended .
- 4.8 “Black Woman” means African, Coloured and Indian South Africa Female citizen;
- 4.9 “Briefing Note” means any correspondence to Bidders issued by the PRASA;
- 4.10 “Business Day” means any day except a Saturday, Sunday or public holiday in South Africa;
- 4.11 “Bidders” means individuals, organisations or consortia that have been submitted responses to the RFP in respect of the tender;
- 4.12 “Consortium” means any group of persons or firms jointly submitting a Bid as Bid to this RFP and “Consortia” means more than one Consortium;
- 4.13 “Contractor” the successful Bidders who has signed a Contract with PRASA in terms of this RFP.
- 4.14 “Closing Date” means the closing date for submission of bids/ Proposals by Bidders which is **16 November 2026**.
- 4.15 “Project” means this project for the APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT, PROOFREADING, EDITING AND PRINTING OF INTEGRATED ANNUAL REPORTS AND CORPORATE PLANS FOR A PERIOD OF 3 YEARS.
- 4.16 “RFP” means the Request for Proposals issued by PRASA for this tender; and

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4.17 “Scope of Work” means the scope of work for this project as detailed out in the RFP technical specifications.

SECTION 1

NOTICE TO BIDDERS

1 INVITATION TO BID

You are hereby invited to submit a bid to meet the requirements of the Passenger Rail Agency of South Africa. Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations, or enterprises [hereinafter referred to as an **entity**, **Bidder**].

BID DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT, PROOFREADING, EDITING AND PRINTING OF INTEGRATED ANNUAL REPORTS AND CORPORATE PLANS FOR A PERIOD OF 3 YEARS.
BID ADVERT	This RFP may be downloaded directly from National Treasury’s e-Tender Publication Portal at www.etenders.gov.za free of charge. With effect from 12 October 2026.
ISSUE DATE	12 October 2026
COMPULSORY BRIEFING SESSION	26 October 2026 at 10h00 PASSENGER RAIL AGENCY OF SOUTH AFRICA Umjantshi House 30 Wolmarans Street Braamfontein Auditorium: Ground Floor
CLOSING DATE	16 NOVEMBER 2026 at 12:00 Midday Bidders must ensure that bids are delivered timeously to the correct address.

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	As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.
VALIDITY PERIOD	180 Working/Business Days from Closing Date Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period.
CLOSING DATE FOR QUESTIONS BY BIDDERS	26 October 2026
CLOSING DATE FOR RESPONSES BY PRASA	30 October 2026
CONTACT PERSON	Patrick.Masumbuka@Prasa.com

Any additional information or clarification will be emailed to all Respondents, if necessary.

2 FORMAL BRIEFING

A compulsory pre-proposal RFP briefing will be conducted at the below mentioned address on the 26 of October at 10:00. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents joining late.

30 WOLMARANS STREET
 UMJATSHI HOUSE
 BRAAMFONTEIN
 AUDITORIUM GROUND FLOOR

2.1 Respondents who did not attend the compulsory RFP briefing will be disqualified.

3 BRIEFING SESSION MINUTES AND NOTES

3.1 PRASA will issue briefing session minutes or notes together with the response to the clarification questions on the **30 of October 2026**.

3.2 Clarifications will be issued to all Respondents to this RFP utilizing the contact details provided at receipt of the responses to the RFP documentation, after submission to the authorised representative.

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3.3 Bidders / Respondents are requested to promptly confirm receipt of any clarifications sent to them.

3.4 Bidders / Respondents must ensure responses to the clarifications are received on or before the deadline date stated.

4 PROPOSAL SUBMISSION OF RFP RESPONSE

Proposal Responses should be submitted to PRASA in a sealed envelope addressed as follows:

The Secretariat / Tender Office

RFP No: HO/STR/521/10/2026

Description of Bid APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT, PROOFREADING, EDITING AND PRINTING OF INTEGRATED ANNUAL REPORTS AND CORPORATE PLANS FOR A PERIOD OF 3 YEARS

Closing date and time: 16 NOVEMBER 2026 @ 12H00

Closing address 30 WOLMARANS STREET
UMJATSHI HOUSE
BRAAMFONTEIN

5 DELIVERY INSTRUCTION FOR RFP

Delivery of Bid

The Bid envelopes should be deposited in the PRASA tender box which is located at the main entrance of the UMJANTSHI HOUSE and should be addressed as follows:

THE SECRETARIAT / TENDER OFFICE
30 WOLMARANS STREET
UMJANTSHI HOUSE
BRAAMFONTEIN

5.1 B-BBEE Joint Ventures or Consortiums

Respondents who would wish to respond to this RFP as a Joint Venture [**JV**] or consortium with B-BBEE entities, should state their intention to do so in their RFP submission. Such Respondents

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should also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party.

6 COMMUNICATION

6.1 For specific queries relating to this RFP during the RFP process, bidders are required to adhere strictly to the communication structure requirements. An RFP Clarification Form should be submitted to Patrick.Masumbuka@prasa.com **not later than 26 October 2026**, substantially in the form set out in **Annexure F** hereto.

6.2 In the interest of fairness and transparency PRASA's response to such a query will be made available to all the other Respondents who have attended a non- compulsory briefing session. For this purpose PRASA will communicate with Respondents using National Treasury e-tender portal.

6.3 After the closing date of the RFP, a Respondent may only communicate in writing with the Bid Secretariat, at telephone number 083 795 1088 **email:** to Patrick.Masumbuka@prasa.com on any matter relating to its RFP Proposal.

6.4 Respondents are to note that changes to its submission will not be considered after the closing date.

6.5 Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of PRASA in respect of this RFP between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will automatically be disqualified and restricted from doing business with PRASA in future.

6.6 Bidders are advised utilize this email address (SCM.Complaints@prasa.com) for lodging of complaints to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

6.6.1 Bid/Tender Description

6.6.2 Bid/Tender Reference Number

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6.6.3 Closing date of Bid/Tender

6.6.4 Supplier Name;

6.6.5 Supplier Contact details

6.6.6 The detailed compliant

7 CONFIDENTIALITY

7.1 PRASA shall ensure all information related to this RFP is to be treated with strict confidence. In this regard Respondents / Bidders are required to certify that they have acquainted themselves with the Non-Disclosure Agreement All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to PRASA's business, written approval to divulge such information should be obtained from PRASA.

7.2 Respondents must clearly indicate whether any information submitted or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing, PRASA shall deem the response to the RFP to have waived any right to confidentiality and treat such information as public in nature.

8 INSTRUCTIONS FOR COMPLETING THE RFP

8.1 **All responses to the RFP should be submitted in two sealed envelopes/boxes; the first envelop/box shall have the technical and compliance response, the second envelop/box shall only have the financial response and Specific goals response.**

8.2 Bidders are required to package their response/Bid as follows:

Volume 1 (Envelop 1/Package 1)

- **Part A:** Mandatory and Other Mandatory Requirements Response

Volume 2 (Envelop 2/ Package 2)

- **Part C:** Financial Proposal and Specific Goals

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Volume 2 should be submitted in a separate sealed envelope. Bidders should make their pricing offer in envelop 2/package 2.

- 8.3 Bidders must submit 1 original response and may submit copies and an electronic version which must be contained in a Memory Card/External hard drive etc clearly marked in the Bidders name. PRASA reserves the right to consider information provided in all formats irrespective the format i.e. original/copy/electronic.
- 8.4 Bidders should ensure that their response to the RFP is in accordance with the structure of this document.
- 8.5 Where Bidders are required to sign forms, they are required to do so using preferably black ink pen.
- 8.6 Each response to RFP must be in English and submitted in A4 format, except other graphic illustrations, which may not exceed A3 format, unless the contrary is specifically allowed for in this RFP. Responses to RFP should be neatly and functionally bound, preferably according to their different sections.
- 8.7 The original responses to RFP must be signed by a person duly authorized by each consortium member and Subcontractor to sign on their behalf, which authorization must form part of the responses to RFP as proof of authorization. By signing the responses to RFP, the signatory warrants that all information supplied by it in its responses to RFP is true and correct and that the responses to RFP and each party whom the responses to RFP signatory represents, considers themselves subject to and bound by the terms and conditions of this RFP.
- 8.8 The responses to RFP formulation should be clear and concise and follow a clear methodology which responses to RFP should explain upfront in a concise Executive Summary and follow throughout the responses to RFP.
- 8.9 Responses to RFP must provide sufficient information and detail in order to enable PRASA to evaluate the responses to RFP but should not provide unnecessary detail which does not add value and detracts from the ability of PRASA to effectively evaluate and understand the responses to RFP. The use of numbered headings, bullet points, sections, appendices and schedules are encouraged.

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- 8.10 Information submitted as part of a responses to RFP should as far as possible, be orderly according to the order of the required information requested by PRASA. All pages should be consecutively numbered.
- 8.11 Responses to RFP should ensure that each requirement contained in the RFP is succinctly addressed. Responses to RFP should as far as possible use the terms and definitions applied in this RFP and should clearly indicate its interpretation of any differing terminology applied.
- 8.12 Response to RFP documents are to be submitted to the address specified in this RFP, and Bidders should ensure that the original and copies (where applicable) are identical in all respects as PRASA will not accept any liability for having disqualified a bidder for failing to provide a mandatory returnable document.
- 8.13 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 8.14 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 16 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.
- 8.15 Bidders are required to review the Contract. Bidders may further amend and or delete any part of the Draft Contract where they deem fit to do so. Where Bidders have amended and or deleted any part of the Contract, it must be clearly visible by using track changes and must ensure that the disc copy of their bid submission for the Draft Contract is in word version and not password protected. **It must be noted that the marked-up Contract will form part of contract negotiations processes with the preferred bidder.**

9 RFP TIMETABLE

PRASA may at its sole discretion amend any of the milestone dates indicated in the table below. Bidders will be informed of any amendments to the timeline through the issue of the Addendum.

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RFP PROCESS	MILESTONE DATES
Bid issue date	12 October 2026
Compulsory Briefing Session for Bidders	26 October 2026 @ 10am
Closing date for Questions	26 October 2026
Closing date for Responses	30 October 2026
Closing Date for Submission of final Bid	16 November 2026 @ 12h00
Evaluation of Proposals (Bidders note that PRASA may call for Presentation of bidders offers at any stage of the evaluation process)	TBA
Appointment of the successful Bidder	TBA
Contract Negotiations	TBA
Signing of Contract	TBA
Contract Commencement	TBA

PRASA may at its sole discretion amend any of the milestone dates indicated in the table above. Bidders will be informed of any amendments to the timeline through the issue of briefing notes.

10 LEGAL COMPLIANCE

Bidders should ensure that they comply with all the requirements of the RFP and if Bidders fail to submit any of the required documents, such Bids may, at the sole discretion of PRASA, be disqualified. PRASA reserves the right to call a Bidder to provide additional documents which may have not been submitted.

The successful Bidder [hereinafter referred to as the **Service Provider**] shall be in full and complete compliance with any and all applicable laws and regulations.

11 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za>. Respondents are required to provide the following to PRASA in order to enable it to verify information on the CSD:

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Supplier Number: _____ **Unique registration reference number:** _____.

12 TAX COMPLIANCE

Respondents must be compliant when submitting a proposal to PRASA and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this RFP that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Respondents are required to be registered on the Central Supplier Database (CSD) as indicated in paragraph 11 and the National Treasury shall verify the Respondent's tax compliance status through the Central Supplier Database (CSD).

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database (CSD) and their tax compliance status will be verified through the Central Supplier Database (CSD).

For this purpose, the attached SBD 1 marked Annexure 1 must be completed and submitted as an essential returnable document by the closing date and time of the bid.

New Tax Compliance Status (TCS) System

SARS has implemented a new Tax Compliance Status (TCS) system in terms of which a taxpayer is now able to authorise any 3rd party to verify its compliance status in one of two ways: either through the use of an electronic access PIN, or through the use of a Tax Clearance Certificate obtained from the new TCS system.

Respondents are required to provide the following to PRASA in order to enable it to verify their tax compliance status:

Tax Compliance Status (TCS) Pin: _____.

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13 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

14 VALIDITY PERIOD

This RFP shall be valid for **180 Working/Business days** calculated from Bid closing date.

15 POST TENDER NEGOTIATION (IF APPLICABLE)

PRASA reserves the right to conduct post tender negotiations with a shortlist of Respondent(s). The shortlist could comprise of one or more Respondents. Should PRASA conduct post tender negotiations, Respondents will be requested to provide their best and final offers to PRASA based on such negotiations. A final evaluation will be conducted in terms of 80/20 evaluation criteria/scoring methodology.

16 FINAL CONTRACT AWARD

PRASA will negotiate the final terms and condition the contract with the successful Respondent(s). This may include aspects such as Supplier Development, the Specific goals Improvement Plan, price and delivery. Thereafter the final contract will be awarded to the successful Respondent(s).

17 FAIRNESS AND TRANSPARENCY

PRASA views fairness and transparency during the RFP Process as an absolute on which PRASA will not compromise. PRASA will ensure that all members of evaluation committees declare any conflicting or undue interest in the process and provide confidentiality undertakings to PRASA. The evaluation process will be tightly monitored and controlled by PRASA to assure integrity and transparency throughout, with all processes and decisions taken being approved and auditable

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SECTION 2

BACKGROUND OVERVIEW AND SCOPE REQUIREMENTS

1. INTRODUCTION

This document serves as a bid specification for the appointment of a service provider for the design, layout, proofreading, editing and printing of Integrated Annual Reports and Corporate Plans for a period of 3 years.

Integrated Annual Reports

Development of Integrated Annual Reports for financial years; 2026/27, 2027/28 and 2028/29.

Corporate Plans:

Development of Corporate Plans for financial years 2027/28 and 2028/29 and 2029/30.

2. BACKGROUND INFORMATION

PRASA is required to produce high-quality corporate publications that communicate organisational performance, strategic priorities, and financial and non-financial results to stakeholders. The Integrated Annual Report and Corporate Plan are key accountability instruments required to support transparency, oversight, and effective stakeholder engagement. In addition, the organisation may require ad hoc strategic planning work as part of an additional scope of work. These may include but not limited to business plans and other corporate documentation.

This requirement is necessitated by the organisation's statutory and governance obligations as outlined in Section 52 of the PFMA which obligates public entities to prepare and submit Corporate Plans by 28 February each year and Integrated Annual Reports by 31 August each year to the Executive Authority, National Treasury and Auditor General.

2.1 STATUS QUO

PRASA is currently utilising various service providers through RFQs to produce either of the two corporate documents (Corporate Plan and Integrated Annual Report including financial statements). This is not a sustainable procurement method for this type of work as these documents are produced within the same calendar year. The method has proven to be costly and compromises document and design quality, lacks design consistency between the two documents and time consuming due to the onboarding of a new service provider for either the Corporate Plan or Integrated Annual Report.

The work is time bound and requires a service provider with a proven track record in delivering similar documents in the government/public sector and can match the pace for which the work is required to be performed, expectations and deadlines.

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It is therefore critical that PRASA appoints an experienced service provider for a 3-year period to perform the task on a consistent and continual basis.

2.2 PROBLEM STATEMENT

As stated in the status quo above the current RFQ-based procurement model is not sustainable for the production of the Corporate Plans and Integrated Annual Reports, as it compromises efficiency, cost-effectiveness, and quality. The use of different service providers for each document leads to:

- Lack of design and branding consistency across corporate publications
- Variations in quality and interpretation of PRASA's strategic messaging
- Increased turnaround times due to repeated onboarding processes
- Higher cumulative costs associated with multiple procurement processes

Furthermore, the time-bound nature of these deliverables requires a service provider capable of working under strict deadlines while maintaining high standards of quality and compliance.

The scope of work may include ad hoc strategic support, including but not limited to business plans and other corporate documentation.

3. OBJECTIVE AND DESIRED OUTCOME OF THE PROPOSED PROJECT

The objective of this RFP is to invite suitably qualified and highly experienced service providers to submit proposals to PRASA for the design, layout, proofreading, editing and printing of Integrated Annual Reports and Corporate Plans for a period of 3 years.

The objective is to ensure PRASA submits and presents consistent delivery of high-quality corporate publications that meet organisational standards and statutory reporting requirements with desired outcomes as follows:

- Improved design and editorial quality of the corporate publications
- Consistency in design and editorial themes across the Corporate Plans and Annual Reports.
- Improved efficiency and reduced administrative burden through the establishment of a multi-year contract
- Greater certainty in planning and production timelines for statutory reports
- Cost efficiencies arising from negotiated rates and economies of scale

3.1 PROJECT BENEFITS TO PRASA

PRASA as a business shall realise the following significant benefits:

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- Managed production, printing and editorial costs
- Structured and predictable budgeting
- A single point for strategic planning work over an extended period (3 years)
- Seamless submission process across all approval levels
- Strategic alignment resulting in organisational efficiency

3.2 CURRENT MECHANISMS IN PLACE TO ADDRESS THE PROBLEM

PRASA currently relies on RFQs for each of the documents. This is not a viable option for the production and delivery of the Corporate Plans and Integrated Annual Reports.

4. SCOPE OF WORKS AND AREAS OF FOCUS

4.1 SCOPE OF THE DESIRED SOLUTION

The appointed service provider will be responsible for providing an end-to-end service covering the following elements:

- 4.1.1 graphic design
- 4.1.2 layout and design
- 4.1.3 professional editing and proofreading
- 4.1.4 printing and delivery of the final publications: digital and printed copies of Corporate Plans and Integrated Annual Reports
- 4.1.5 photography services

The above services must be delivered strictly in-house to maintain full oversight, management, and control of project execution.

Furthermore, the bidder must demonstrate effective risk management measures to ensure business continuity throughout the project implementation period.

The scope of work may include ad hoc strategic support, including but not limited to business plans and other corporate documentation.

4.2 PRASA'S RESPONSIBILITIES

PRASA's responsibilities will cover the following:

- 4.2.1 Enter into a contract with the successful service provider.
- 4.2.2 Manage the contract and service deliverables.
- 4.2.3 Finalise a programme of action with service provider or service level agreement
- 4.2.4 Hold regular project status meetings or as agreed to with the appointed service provider.

4.3 EXTENT AND COVERAGE OF THE PROPOSED PROJECT

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The project is a Head Office based project.

5 SPECIFICATION OF THE WORK OR SERVICES REQUIRED

5.1 ORGANISATIONAL EXPERIENCE REQUIREMENTS

- 5.1.1 Experience in the design, production, printing and delivery of Corporate Plans and Integrated Annual Reports for both public and private sector
- 5.1.2 Valid ISO 9001 Certification (issuing Institution must be accredited by SANAS) and/or valid PIFSA (Printing Industries Federation of South Africa) Membership Certificate
- 5.1.3 Company Profile
- 5.1.4 Duly signed reference letters on a client's official letterhead. The reference letter should confirm the following:
 - 5.1.4.1 Client details (i.e. company name, address, including website address) with contact details of authorised representative
 - 5.1.4.2 Project undertaken including the scope of work/services (client should clearly confirm the project name and work performed)
 - 5.1.4.3 Contract period and value of contract (client should confirm the contract period and value of contract)
 - 5.1.4.4 Successful completion (client should explicitly state that the project was successfully completed within the agreed timeframes and accepted by the client's organisation)
 - 5.1.4.5 Client satisfaction and recommendation (a short statement confirming that the client would recommend the service provider for similar projects)
- 5.1.5 Copies of Corporate Plans and Integrated Annual Reports. These should be hard/physical copies
- 5.1.6 Proof of completed similar projects of at least a minimum of R1.5 million. The value should include both design and printing costs.

5.2 PROFESSIONAL TECHNICAL STAFF REQUIREMENTS

5.2.1 KEY PROFESSIONAL STAFF

Qualifications and Experience of key professional staff in relation to the scope of work:

5.2.1.1 Project Lead

- Bachelor's degree in Business Management (NQF Level 7) or any Commerce Degree (NQF Level 7);
- CV indicating experience in:

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- managing the production and delivery of Corporate Plans and Integrated Annual Reports (including financial statements) for both private and public institutions

5.2.1.2 Graphic Designer

- Diploma in Graphic Design or Visual Communication (NQF Level 6)
- CV indicating experience in:
 - the design and layout of multi-page corporate publications (90-250 pages) for both public and private institutions
 - complex and time-based design projects completed for both private and public institutions and five (5) of those should be Corporate Plans and Integrated Annual Reports.

5.2.1.3 Editor

- Bachelor's degree (NQF Level 7) in Communications or Journalism or Linguistics (NQF Level 7)
- CV indicating experience in proofreading and editing of Corporate Plans and Integrated Annual Reports for both private and public institutions with lengthy financial and technical content

5.2.2 SUPPORT TEAM

5.2.2.1 Photographer

- Higher Certificate in Photography (NQF Level 5)
- CV indicating experience in:
 - the execution of professional corporate photography services for both private and public institutions

5.2.3 TEAM STRUCTURE

Given the nature of the work and the strict deadlines that must be met, a suitably resourced and capable team must be made available to ensure timely delivery of services and business continuity.

The team should typically consist of the following functions:

Number of Team Members Required	Function
1	Project Lead
2	Graphic Designers
1	Editor
1	Photographer
5	TOTAL

Table 1: Team Structure

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5.2.4 REPORTING REQUIREMENTS

- Weekly status meetings on project progress from start to end.
- Project close out report

5.3 TECHNICAL INFORMATION TO BE PROVIDED WITH TENDER

The Bidders shall submit Organisational Experience with:

- 5.3.1 Company Profile
- 5.3.2 Company Organogram
- 5.3.3 Valid ISO 9001 Certificate (issued by an Institution accredited by SANAS) and/or valid PIFSA (Printing Industries Federation of South Africa) Membership Certificate
- 5.3.4 Execution Plan covering a Risk Management Plan with specific focus on Business Continuity
- 5.3.5 Duly signed reference letters from clients on client's official letterhead. The reference letters should confirm the following:
 - 5.3.5.1 Client details (i.e. company name, address, including website address) with contact details of authorised representative
 - 5.3.5.2 Project undertaken including the scope of work/services (client should clearly confirm the project name and work performed)
 - 5.3.5.3 Contract period and value of contract (client should confirm the contract period and value of contract)
 - 5.3.5.4 Successful completion (client should explicitly state that the project was successfully completed within the agreed timeframes and accepted by the client's organisation)
 - 5.3.5.5 Client satisfaction and recommendation (a short statement confirming that the client would recommend the service provider for similar projects)
- 5.3.6 Copies of Corporate Plans and Integrated Annual Reports (including financial statements). These should be hard/physical copies
- 5.3.7 Proof of completed similar projects of at least R1.5 million. The value should include both design and printing costs.

6 TECHNICAL SPECIFICATIONS RELATED TO THIS PROJECT

- 6.1 The successful bidder should have a valid ISO 9001 Certificate issued by an Institution accredited by SANAS, and/or a valid PIFSA (Printing Industries Federation of South Africa) Membership Certificate.

7 TIME FRAMES/PROGRAMS

7.1 Contract period:

The planned time frame for the contract is 3 years (36 months).

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7.2 Program of works:

KEY MILESTONES – Appointment of Service Provider

Activity	Start Date
Bid Specification Committee	20 July 2026
Bid Advertising	12 October 2026
Compulsory Briefing	26 October 2026
Closing date for Questions from Bidders	26 October 2026
Responses to Bidders	30 October 2026
Bid Closing	16 November 2026
Appointment of Bid Evaluation Committee	TBC
Tender Evaluation	TBC
Tender Adjudication	TBC

Table 2: Program of Works

7.2.1 PRICING

The pricing instructions are contained in Volume 2 of the RFP

7.2.2 SCHEDULE OF PRICES

Prices should include all the overheads and the cost of delivery. See attached Annexure labelled, **Annexure A – Schedule of Prices**.

7.2.3 CONTRACT PRICE ADJUSTMENT

Annual price escalations will be informed by CPIX per Statistics South Africa.

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8 EVALUATION AND SCORING METHODOLOGY

The evaluation of the Bids by the evaluation committees will be conducted at various levels. The following levels will be applied in the evaluation:

LEVEL	DESCRIPTION
Verify completeness	The Bid is checked for completeness and whether all required documentation, certificates; verify completeness warranties and other Bid requirements and formalities have been complied with.
Verify compliance	The Bids are checked to verify that the essential RFP requirements have been met.
Detailed Evaluation of Technical	Detailed analysis of Bids to determine whether the Bidder is capable of delivering the Project in terms of business and technical requirements. The minimum threshold for technical evaluation is [70%], any bidder who fails to meet the minimum requirement will be disqualified and not proceed with the evaluation of Price and Specific Goals.
Specific Goals	Evaluate Specific Goals
Price Evaluation	Bidders will be evaluated on price offered.
Scoring	Scoring of Bids using the Evaluation Criteria.
Recommendation	Report formulation and recommendation of Preferred and Reserved Bidders
Approval	Approval and notification of the final Bidder.

Table 5: Evaluation and Scoring Methodology

8.1 Evaluation Criteria

Interested bidders for this project shall be evaluated in terms of their business credentials, empowerment, technical capacity and experience. The evaluation committee shall use the following Evaluation Criteria depicted in Table 6 below for the selection of the preferred bidder that shall render professional services and construction management work for the project.

EVALUATION CRITERIA	WEIGHTING
Stage 1	Compliance
Stage 1A - Mandatory Requirements	
Stage 1B - Other Mandatory Requirements	
Stage 2	Technical/Functionality
Technical/Functional Requirements	Threshold of 70%
Stage 3	Price and Specific Goals
Price	80
Specific Goals	20
TOTAL	100

Table 6: Evaluation Criteria for the selection of a potential bidder

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The details of the stages outlined in the table above are presented in following sections below.

8.1.1 STAGE 1: COMPLIANCE REQUIREMENTS

8.1.1.1 Stage 1A- Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, your bid will be automatically disqualified:

No.	Description of Requirement
a)	Briefing session Form D The Bidder must also reflect on the compulsory briefing session attendance register
b)	Valid ISO 9001 Certificate (issued by an Institution accredited by SANAS) and/or valid PIFSA (Printing Industries Federation of South Africa) Membership Certificate
c)	Certified copies of qualifications and CVs of KEY PERSONNEL as follows: 1. Project Lead: • Bachelor's degree in business management (NQF Level 7) or any NQF Level 7 Commerce qualification; • CV 2. Graphic Designer (x2): • Diploma (NQF Level 6) in Graphic Design or Visual Communication • CV 3. Editor: • Bachelor's degree (NQF Level 7) in Communications or Journalism or Linguistics (NQF Level 7) • CV SUPPORT TEAM 1. Photographer: • Higher Certificate in Photography • CV

Table 7: Mandatory Requirements

8.1.1.2 Stage 1B - Other Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, PRASA may request the bidder to submit the information within five (5) working days. Should this information not be provided, your bid proposal will be disqualified.

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No.	Description of requirement	
a)	Letter of Good Standing: COIDA	
b)	Signed Joint Venture, Consortium Agreement or Partnering Agreement (whichever is applicable)	
c)	CSD supplier registration number. Bidders should be in the Marketing, Communications or Printing Industries	
d)	Certified copies of qualifications (not older than 3 months) of requested key personnel in Table 7 above	
e)	Completion of ALL RFP documentation (includes ALL declarations and ALL Standard Bidding Documents (SBD))	

Table 8: Other Mandatory Requirements

8.1.2 STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined in Table 8 above. The minimum threshold for the technical/functionality requirements is **70%** as per the standard Evaluation Criteria presented in the table above. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3.

8.1.2.1 Functional Evaluation Criteria

Bidders are evaluated based on the functional criteria set out in this RFP. Only those Bidders which score [70] points or higher (out of a possible 100) during the functional evaluation will be evaluated during the second stage of the Bid.

No	Criteria	Weight
1.	Organisational:	
1.1	Company years of experience	15
1.2	Reference Letters	15
1.3	Number of Corporate Plans and Annual Reports completed	15
2.	Experience of the Project Lead	10
3.	Experience of Graphic Designers	10
4.	Experience of the Editor	10
5.	Experience of support staff (Photographer)	10
6.	Execution Plan, Risk and Organogram	15

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	Total	100

Table 9: Summary of Functionality

Details of the scoring methodology is presented in the table below:

NO.	CRITERIA	WEIGHT	SCORES
1	ORGANISATIONAL:		
1.1	Company's years of experience in the design, production and delivery of corporate documents including Corporate Plans and Integrated Annual Reports for both private and public institutions 1.1.1 design, layout, editing, proofreading and printing of Corporate Plans, and Integrated Annual Reports Documentation Proof: Company Profile	15%	Number of years of experience in the design, production, printing, and delivery of corporate documents, including Corporate Plans and Integrated Annual Reports. 1. No experience indicated: 0 points 2. 1 – 2 years: 1 point 3. 3 – 4 years: 2 points 4. 5 – 6 years: 3 points 5. 7 – 8 years: 4 points 6. 9 years and more: 5 points
1.2	Qualifying Reference Letters: Reference letters from clients on client's official letterhead confirming the following: 1.2.1 Client details (i.e. company name, address, including website address) with contact details of authorised client representative	15%	Submission of qualifying, duly signed reference letters with all required information as specified under this criterion 1. No reference letters: 0 points 2. 1 reference letter: 1 point 3. 2 reference letters: 2 points 4. 3 reference letters: 3 points 5. 4 reference letters: 4 points 6. 5 reference letters: 5 points

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	1.2.2 Similar or related project undertaken including the scope of work/services (client should clearly confirm the project name and work performed) 1.2.3 Contract period and value of contract (client should confirm the contract period and value of contract) 1.2.4 Successful completion (client should explicitly state that the project was successfully completed within the agreed timeframes and accepted by the client's organisation) 1.2.5 Client satisfaction and recommendation (a short statement confirming that the client would recommend the service provider for similar projects) 1.2.6 Proof of completed similar projects of at least a minimum of R1.5 million. The value should		
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	include both design and printing costs Document Proof: Duly signed reference letters on a client's official letterhead containing the information mentioned above including proof of similar projects completed to the minimum value of R1.5 million.		
1.3	Number of Corporate Plans and Integrated Annual Reports completed: Document Proof: Bidders must submit physical copies of both Corporate Plans and Integrated Annual Reports <i>Only Corporate Plans and Integrated Annual Reports from the companies referred to under 1.2 will be considered.</i>	15%	Submission of physical copies of Corporate Plans and Integrated Annual Reports. - No Corporate Plans; No Integrated Annual Reports: 0 points 1x Corporate Plan; 1x Integrated Annual Report: 1 point 2x Corporate Plans; 2x Integrated Annual Reports: 2 points 3x Corporate Plans; 3x Integrated Annual Reports: 3 points 4x Corporate Plans; 4x Integrated Annual Reports: 4 points 5x Corporate Plans; 5x Integrated Annual Reports: 5 points
2.	Experience of the Project Lead: 2.1 management of the production and timeous delivery of corporate plans and annual reports) projects Document Proof: CV	10%	Number of years of experience managing the production and delivery of Corporate Plans and Integrated Annual Reports - Less than 1 year or no experience: 0 points 1 - 2 years: 1 point 3 - 4 years: 2 points 5 - 6 years: 3 points 7 - 8 years: 4 points 9 years and more: 5 points
3.	Experience of Graphic Designers: 3.1 design and layout of multi-page corporate publications (90 – 250 pages) i.e. Corporate Plans and Integrated Annual Reports	10%	Number of years of experience (combined for both Graphic Designers) in designing and layout of multi-page corporate publications (90-250 pages) i.e. Corporate Plans and Integrated Annual Reports - Less than 1 year or no experience: 0 points 1 - 2 years: 1 point 3 – 4 years: 2 points 5 - 6 years: 3 points 7 - 8 years: 4 points

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	3.2 design projects completed for both private and public institutions Document Proof: CVs		6. 9 years and more: 5 points
4.	Experience of the Editor: 4.1 proofreading and editing of Corporate Plans and Annual Reports for both private and public institutions with lengthy financial and technical content Document Proof: CV	10%	Number of years of experience in editing and proofreading Corporate Plans and Integrated Annual Reports: 1. Less than 1 year or no experience: 0 points 2. 1 - 2 years: 1 point 3. 3 - 4 years: 2 points 4. 5 - 6 years: 3 points 5. 7 - 8 years: 4 points 6. 9 years and more: 5 points
5.	Experience of support staff (Photographer): 5.1 experience in providing professional corporate photography services. Documentation Proof: CV	10%	Number of years of experience in providing professional corporate photography services 1. Less than 1 year or no experience: 0 points 2. 1 -2 years: 1 point 3. 3 - 4 years: 2 points 4. 5 - 6 years: 3 points 5. 7 - 8 years: 4 points 6. 9 years and more: 5 points
6.	Execution Plan, Risk and Organogram 6.1 Project Execution Plan and Timelines: <i>(Clarity, feasibility, and completeness of the project implementation plan, including milestones, resource allocation, quality assurance measures, and timelines aligned with the required submission deadlines).</i> 6.2 Risk Management and Business Continuity Plan: <i>(How the bidder will ensure business continuity for human resources, infrastructure, equipment,</i>	15%	Comprehensive Execution Plan, Risk Management and Business Continuity and Organogram 1. 0 – 3 out of 8 points covered: 0 points 2. 4 out of 8 points covered: 1 point 3. 5 out of 8 points covered: 2 points 4. 6 out of 8 points covered: 3 points 5. 7 out of 8 points covered: 4 points 6. All 8 points covered (6.1, 6.2: 6.2.1 – 6.2.5 and 6.3): 5 points

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and uninterrupted service delivery)

This should include:

6.2.1 Back-up Power or UPS:

(availability and adequacy of backup power systems, UPS and/or generators to ensure uninterrupted design, printing, and production services)

6.2.2 Additional Production Facility:

(whether the Bidder has an operational secondary production facility. The Bidder must provide documentary proof of availability of such a facility, in the form of a valid ownership document, valid lease agreement, or any other valid written facility arrangement signed by all parties involved. The Bidder must also describe how the facility supports business continuity)

6.2.3 Printing Capacity:

*(availability of **high-performance printing machines** including additional capacity and maintenance arrangements.*

6.2.4 In-house Design and Production Teams:

*(availability of in-house design and production teams at any given point, comprising at least **5 personnel** with relevant experience in corporate publications.*

6.2.5 Delivery Capacity:

*(availability of **delivery vehicles or equivalent logistics arrangements** to ensure timely distribution of printed material)*

6.3 Project Organogram:

(Clarity of the proposed project structure, reporting lines, defined roles and

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	<i>responsibilities, and the suitability of key personnel assigned to the project)</i>		
	TOTAL	100%	

Table 10: Detailed Functional Evaluation

Note: Bidders that fail to achieve the minimum overall qualifying score of 70% on functional/technical requirements will not be considered for further Price and Specific Goals (Stage 3) evaluation.

8.1.3 STAGE 3: PRICING AND SPECIFIC GOALS

Bidders should provide their price proposal in Volume 2, which should include Form C (Financial Offer) and also provide proof of Specific Goals.

The following formula, shall be used by the Bid Evaluation Committee to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

Table 11: Pricing and specific goals

FORMULA FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$PS = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 12 below as may be supported by

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proof/ documentation stated in the conditions of this tender:

Table 12: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Acceptable evidence to be submitted with tender to allow evaluation
B-BBEE Level 1/ Level 2	4		B-BBEE Certificate/Affidavit (in case of JV, a consolidated score card will be accepted)
Minimum 51% Black youth owned (30%)	4		Certified copy of ID Documents (not older than 3 months) of the Owners
Minimum 51% Black women owned	4		Certified copy of ID Documents (not older than 3 months) of the Owners
Black People living in Rural areas	4		Proof of Residence (letter from the tribal authority)
Black youth owned	4		Certified copy of ID Documents (not older than 3 months) of the Owners
TOTAL	20		

8.4 STAGE 3: PRICING AND SPECIFIC GOALS - (To be submitted in envelope 2)

Bidders should provide their price proposal in envelope 2, which should include Form C (Financial Offer) and also, provide proof of Specific Goals.

The maximum points for this tender are allocated as follows:

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	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES:

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEM

A maximum of 80 points is allocated for price on the following basis:

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

Where:

Ps = Points scored for price of tender under consideration

Pt = Rand value of tender under consideration

Pmin = Rand value of lowest acceptable tender

9. VALIDITY PERIOD

This RFP shall be valid for **180 Business/ working days** calculated from Bid closing date.

10. POST TENDER NEGOTIATION (IF APPLICABLE)

PRASA reserves the right to conduct post tender negotiations with a shortlist of Respondent(s).

The shortlist could comprise of one or more Respondents. Should PRASA conduct post tender

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negotiations, Respondents will be requested to provide their best and final offers to PRASA based on such negotiations. A final evaluation will be conducted in terms of 80/20.

11. FINAL CONTRACT AWARD

PRASA will negotiate the final terms and condition the contract with the successful Respondent(s). This may include aspects such as Supplier Development, the Specific goals Improvement Plan, price and delivery. Thereafter the final contract will be awarded to the successful Respondent(s).

12. FAIRNESS AND TRANSPARENCY

PRASA views fairness and transparency during the RFP Process as an absolute on which PRASA will not compromise. PRASA will ensure that all members of evaluation committees declare any conflicting or undue interest in the process and provide confidentiality undertakings to PRASA. The evaluation process will be tightly monitored and controlled by PRASA to assure integrity and transparency throughout, with all processes and decisions taken being approved and auditable.

SECTION 3

PRICING AND DELIVERY SCHEDULE

• PRICING SCHEDULE / BOQ

Respondents are required to complete Annexure C Pricing Schedule and Annexure F Form C (Volume 2 /Envelop 2)

13. PRICING

- 13.1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 13.2 Price offer is firm and clearly indicate the basis thereof.
- 13.3 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 13.4 Cost breakdown must be indicated.
- 13.5 Price escalation basis and formula must be indicated.
- 13.6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.

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- 13.7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 13.8 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
 - if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP; and
 - if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.
- If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFP.

14. DISCLOSURE OF PRICES QUOTED

Respondents are to note that, on award of business, PRASA is required to publish the tendered prices and preferences claimed of the successful and unsuccessful Respondents inter alia on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za) , [the other medium used to advertise the bid i.e CIDB if applicable](#) as required per National Treasury Instruction Note 09 of 2022/2023.

15. OWNERSHIP OF DESIGN

- 15.1 The plans and design developed and to be provided by PRASA shall at all times remain the property of PRASA,

16. SERVICE LEVELS

- 16.1 An experienced national account representative(s) is required to work with PRASA's procurement department. [No sales representatives are needed for individual department or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.
- 16.2 PRASA will have quarterly reviews with the Service provider's account representative on an on-going basis.

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16.3 PRASA reserves the right to request that any member of the Service provider's team involved on the PRASA account be replaced if deemed not to be adding value for PRASA.

16.4 The Service provider guarantees that it will achieve a 100% [hundred per cent] service level on the following measures:

16.4.1 Random checks on compliance with quality/quantity/specifications

16.4.2 On time delivery.

16.5 The Service provider must provide a telephone number for customer service calls.

16.6 Failure of the Service provider to comply with stated service level requirements will give PRASA the right to cancel the contract in whole, without penalty to PRASA, giving 30 [thirty] calendar days' notice to the Service provider of its intention to do so.

Acceptance of Service Levels:

YES	
-----	--

17. TOTAL COST OF OWNERSHIP (TCO)

- a. PRASA will strive to procure goods, services and works which contribute to its mission. In order to achieve this, PRASA must be committed to working with suppliers who share its goals of continuous improvement in service, quality and reduction of Total Cost of Ownership (TCO).
- b. Respondents shall indicate whether they would be committed, for the duration of any contract which may be awarded through this RFP process, to participate with PRASA in its continuous improvement initiatives to reduce the total cost of ownership [TCO], which will reduce the overall cost of transportation services and related logistics provided by PRASA's operating divisions within South Africa to the ultimate benefit of all end-users.

SIGNED at _____ on this _____ day of _____ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

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Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

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18. VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [the Agreement] and fail to present PRASA with such renewals as and when they become due, PRASA shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which PRASA may have for damages against the Respondent.

SIGNED at _____ on this _____ day of _____ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

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19. CERTIFICATE OF ACQUAINTANCE WITH RFP TERMS & CONDITIONS & APPLICABLE DOCUMENTS

By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP, including those contained in any printed form stated to form part hereof, including but not limited to the documents stated below and PRASA will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

1. PRASA's General Bid Conditions*
2. Standard RFP Terms and Conditions for the supply of Goods or Services or Works to PRASA

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by PRASA's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

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SIGNED at _____ on this _____ day of _____ 20....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

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20. GENERAL CONDITIONS

23.1 ALTERNATIVE BIDS- N/A

Bidders may submit alternative Bid only if a main Bid, strictly in accordance with all the requirements of the RFP is also submitted. The alternative Bid is submitted with the main Bid together with a schedule that compares the requirements of the RFP with the alternative requirements the Bidders proposes. Bidders must note that in submitting an alternative Bid they accept that PRASA may accept or reject the alternative Bid and shall be evaluated in accordance with the criteria stipulated in this RFP.

23.2 PRASA'S TENDER FORMS

Bidders must sign and complete the PRASA's Bid Forms and attach all the required documents. Failure by Bidders to adhere to this requirement may lead to their disqualification.

23.3 PRECEDENT

In case of any conflict with this RFP and Bidders response, this RFP and its briefing notes shall take precedence.

23.4. RESPONSE TO RFP-CONFIDENTIALITY

Response to RFPs must clearly indicate whether any information conveyed to or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing from a response to RFP, PRASA shall deem the response to RFP to have waived any right to confidentiality and treat such information as public in nature.

Where a Bidder at any stage during the RFP Process indicates to PRASA that information or any response to RFP requested from PRASA is or should be treated confidentially, PRASA shall treat such information or response to RFP confidentially, unless PRASA believes that to ensure the transparency and competitiveness of the RFP Process the content of the information or response to RFP should be conveyed to all Bidders, in which event it shall apply the following process:

- PRASA shall confirm with the Bidder whether the raising of confidentiality applies to the entire response to the RFP or only specific elements or sections of the response;
- Where confidentiality is maintained by the Bidder and PRASA is of the opinion that the information or response to RFP if made publicly available would affect the commercial interests of the Bidder or is commercially sensitive information, PRASA shall not release such information to other

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Bidders if providing such information or response to the RFP would prejudice the competitiveness and transparency of the RFP Process;

- Where PRASA is of the opinion that information provided is not commercially sensitive or would have no impact on the commercial interests of the relevant Bidder if released and fairness and transparency requires that such information be released to all Bidders, PRASA may:
 - i. inform the relevant Bidder of the necessity to release such information and/or response to RFP and request the Bidder to consent to the release thereof by PRASA; or
 - ii. obtain legal advice regarding the confidentiality of the relevant information and/or response to RFP and the legal ability of PRASA to release such information; or
 - iii. refrain from releasing the information and/or response to RFP, in which event PRASA shall not take account of the contents of such information in the evaluation of the relevant response to RFP.

The above procedures regarding confidentiality shall not apply to any information which is already public knowledge or available in the public domain or in the hands of PRASA or is required to be disclosed by any legal or regulatory requirements or order of any competent court, tribunal or forum.

24. RESPONSE TO THE RFP – RFP DISQUALIFICATION

Responses to RFP which do not comply with the RFP requirements, formalities, terms and conditions may be disqualified by PRASA from further participation in the RFP Process.

In particular (but without prejudice to the generality of the foregoing) PRASA may disqualify, at its sole discretion and without prejudice to any other remedy it may have, a Bidder where the Bidder, or any of its consortium members, subcontractors or advisors have committed any act of misrepresentation, bad faith or dishonest conduct in any of its dealings with or information provided to PRASA.

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25. CORRUPTION, GIFTS AND PAYMENTS

Neither the Bidders to RFPs, its equity members, the sub-contractors, consortium members nor any of their agents, lenders or advisors shall directly or indirectly offer or give to any person in the employment of PRASA or any other Government official or any of the Advisory Team any gift or consideration of any kind as an inducement or reward for appointing a particular Bidder, or for showing or omitting to show favour or disfavour to any of the Bidders, its equity members or the sub-contractors in relation to the Project.

In the event that any of the prohibited practices contemplated under the above paragraph is committed, PRASA shall be entitled to terminate any Response to RFP's status and to prohibit such Response to RFP, its equity members, its SPV members, its Sub Contractors and their agents, lenders and advisors from participating in any further part of the procurement of the Project.

26. INSURANCE

Unless specifically provided for in this RFP or draft contracts, Bidders will be required to submit with their Bid for services professional indemnity insurance and works insurance to an extent (if any) if insurance provided by PRASA may not be for the full cover required in terms of the relevant category listed in this RFP. The Bidder is advised to seek qualified advice regarding insurance.

26.1 NO CONTACT POLICY

Bidders may only contact the bid administrator of PRASA as per the terms of the Communication Structure established by this RFP, except in the case of pre-existing commercial relationships, in which case contact may be maintained only with respect thereto and, in making such contact, no party may make reference to the Project or this RFP.

26.2 CONFLICT OF INTEREST

No Bidder member, subcontractor or advisor of the response to RFP may be a member of or in any other way participate or be involved, either directly or indirectly in more than one response to RFP or response to RFP during any stage of the Project procurement process, but excluding specialist suppliers of systems and equipment, non-core service providers or financial or commercial institutions whose role is limited purely to lending money or advancing credit to the response to RFP. Bidders are to sign the declaration of interest form. In order to prevent the conflict or potential conflict of interest

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between Lenders and Bidders to RFP, no advisors or the Contractor/s or Consortium/s to any response to RFP, consortium member or subcontractor may fulfil the role of arranger, underwriter and/or lead bank to the response to RFP. PRASA may disqualify the response to RFP from further participation in the event of a failure to comply with this provision. PRASA views the potential conflict of interest so great as to warrant the reduction of competition for advisory services.

26.3 COLLUSION AND CORRUPTION

Any Bidder shall, without prejudice to any other remedy available to PRASA, be disqualified, where the response to RFP –

- communicates to a person other than persons nominated by PRASA a material part of its response to RFP; or
- Enters into any Contract or arrangement with any other person or entity that it shall refrain from submitting a response to RFP to this RFP or as to any material part of its Response to RFP to this RFP (refer the prohibition contained in Section 4(1)(b)(iii) of the Competition Act 89 of 1998).
 . The Bidders represents that the Bidder has not, directly or indirectly, entered into any agreement, arrangement or understanding or any such like for the purpose of, with the intention to, enter into collusive Bidding or with reasonable appreciation that, collusive any agreement, arrangement or understanding or any such like may result in or have the effect of collusive Bidding. The Bidder undertakes that in the process of the Bid but prior to PRASA awarding the Bid to a preferred bidder become involved in or be aware of or do or caused to be done any agreement, arrangement or understanding or any such like for the purpose of or which may result in or have the effect of a collusive Bid, the Bidder will notify PRASA of such any agreement, arrangement or understanding or any such like.; or
- offers or agrees to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing, or having caused to be done any act or omission in relation to the RFP Process or any proposed response to RFP (provided nothing contained in this paragraph shall prevent a response to RFP from paying any market-related commission or bonus to its employees or contractors within the agreed terms of their employment or contract).

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26.4 CONSORTIUM CHANGES

If exceptional circumstances should arise in which a after the submission to the bid and after closing date of submission of bids, there is change in the composition of the Bidder, either through substitution or omission of any member of the Bidder:

- The Response to RFP must notify PRASA in writing of the proposed changes supported by complete details of the material reasons for the changes, the parties impacted by the changes and the impact on the response to RFP.
- PRASA shall evaluate the reasons advanced by the Bidder for the requested changes to the Bidder structure and where PRASA is not satisfied that the reasons advanced are reasonable or material, refuse to accept the change and disqualify the response to RFP, or notify the Bidder in writing of its non-acceptance of the changes and require the Bidder to propose a suitable alternative to PRASA within 10 (TEN) days of its receipt of the decision of PRASA, upon receipt of which PRASA shall -
 - i. Evaluate the alternative proposed for suitability to PRASA, and where the alternative is accepted by PRASA, inform the Bidder in writing of such acceptance and PRASA shall reassess the response to RFP against the RFP requirements and criteria; or
 - ii. Where the alternative is not accepted by PRASA, inform the Bidder in writing of such non-acceptance as well as its disqualification from the RFP Process.
 - iii. Where PRASA is satisfied that the changes requested under (i) above are reasonable and material, the response to RFP, shall be allowed to effect the required changes and PRASA shall reassess the response to RFP against the RFP requirements and criteria.

26.5 COSTS OF RESPONSE TO THE RFP SUBMISSION

All costs and expenses associated with or incurred by the Bidder in relation to any stage of the Project, shall be borne by the Bidder. PRASA shall not be liable for any such costs or expenses or any claim for reimbursement of such costs or expenses.

To avoid doubt, PRASA shall not be liable for any samples submitted by the Bidder in support of their Responses to RFP and reserves the right not to return to them such samples and to dispose of them at its discretion.

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26.6 RESPONSE TO THE RFP WARRANTY

Bidders must provide a warranty as part of their Responses to RFP that their Responses to RFP are true and correct in all respects, that it does not contain a misrepresentation of any kind and that the taxes of all members of the Bidder company, consortium members and or subcontractors are in order and none of the members are undergoing corruption or any criminal-related investigations or have any past convictions for fraud or corruption.

27. CONDITIONS OF TENDER

General

Actions	1 PRASA's <i>Representative</i> and each <i>tenderer</i> submitting a tender shall act as stated in these Conditions of Tender and in a manner which is fair, equitable, transparent, competitive and cost-effective.
Interpretation	2 Terms shown in <i>italics</i> vary for each tender. The details of each term for this tender are identified in the Request for Tender / Scope of work/ specification. Terms shown in capital initials are defined terms in the appropriate conditions of contract. 3 Any additional or amended requirements in the Scope of work/ specification, and additional requirements given in the Schedules in the <i>tender returnables</i> are deemed to be part of these Conditions of Tender. 4 The Conditions of Tender and the Scope of work/ specification shall form part of any contract arising from this invitation to tender.
Communication	5 Each communication between PRASA and a <i>tenderer</i> shall be to or from PRASA's <i>Representative</i> only, and in a form that can be read, copied and recorded. Communication shall be in the English language. PRASA takes no responsibility for non-receipt of communications from or by a <i>tenderer</i> .
PRASA's rights to accept or reject any tender	6 PRASA may accept or reject any variation, deviation, tender, or alternative tender, and may cancel the tender process and reject all tenders at any time prior to the formation of a contract. PRASA or PRASA's <i>Representative</i> will not accept or incur any liability to a <i>tenderer</i> for such cancellation and rejection, but will give reasons for

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the action. PRASA reserves the right to accept the whole or any part of any tender.

- 7 After the cancellation of the tender process or the rejection of all tenders PRASA may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

Tenderer's obligations

The *tenderer* shall comply with the following obligations when submitting a tender and shall:

- | | | |
|---|---|--|
| Eligibility | 1 | Submit a tender only if the <i>tenderer</i> complies with the criteria stated in the Scope of work/ specification. |
| Cost of tendering | 2 | Accept that PRASA will not compensate the <i>tenderer</i> for any costs incurred in the preparation and submission of a tender. |
| Check documents | 3 | Check the <i>tender documents</i> on receipt, including pages within them, and notify PRASA's <i>Representative</i> of any discrepancy or omissions in writing. |
| Copyright of documents | 4 | Use and copy the documents provided by PRASA only for the purpose of preparing and submitting a tender in response to this invitation. |
| Standardised specifications and other publications | 5 | Obtain, as necessary for submitting a tender, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the <i>tender documents</i> by reference. |
| Acknowledge receipt | 6 | Preferably complete the Receipt of invitation to submit a tender form attached to the Letter of Invitation and return it within five days of receipt of the invitation. |
| | 7 | Acknowledge receipt of Addenda / Tender Briefing Notes to the <i>tender documents</i> , which PRASA's <i>Representative</i> may issue, and if necessary apply for an extension to the <i>deadline for tender submission</i> , in order to take the Addenda into account. |

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Site visit and / or clarification meeting	8 Attend a site visit and/or clarification meeting at which <i>tenderers</i> may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions, if provided for in the Scope of work/ specification. Details of the meeting are stated in the RFP document, <i>i</i> -tender website and CIDB website.
Seek clarification	9 Request clarification of the <i>tender documents</i> , if necessary, by notifying PRASA's <i>Representative</i> earlier than the <i>closing time for clarification of queries</i> .
Insurance	10 Be informed of the risk that needs to be covered by insurance policy. The <i>tenderer</i> is advised to seek qualified advice regarding insurance.
Pricing the tender	11 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful <i>tenderer</i> . Such duties, taxes and levies are those applicable 14 days prior to the <i>deadline for tender submission</i> . 12 Show Value Added Tax (VAT) payable by PRASA separately as an addition to the tendered total of the prices. 13 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the <i>conditions of contract</i> . 14 State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Scope of work/ specification. The selected <i>conditions of contract</i> may provide for part payment in other currencies.
Alterations to documents	15 Not make any alterations or an addition to the tender documents, except to comply with instructions issued by PRASA's <i>Representative</i> or if necessary to correct errors made by the <i>tenderer</i> . All such alterations shall be initialled by all signatories to the tender. Corrections may not be made using correction fluid, correction tape or the like.
Alternative tenders	16 Submit alternative tenders only if a main tender, strictly in accordance with all the requirements of the <i>tender documents</i> is also submitted. The alternative tender is submitted with the main tender together with a schedule that compares the requirements of the <i>tender documents</i> with the alternative requirements the <i>tenderer</i> proposes.

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- 17 Accept that an alternative tender may be based only on the criteria stated in the Scope of work/ specification and as acceptable to PRASA.
- Submitting a tender**
- 18 Submit a tender for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Scope of work/ specification.
- NOTE:**
- 19 **Return the completed and signed *PRASA Tender Forms and SBD forms provided with the tender. Failure to submit all the required documentation will lead to disqualification as indicated in Stage 1b of compliance evaluation.***
- 20 **Submit the tender as an original and may submit 1 copy and an electronic version which should be contained in Memory Cards clearly marked in the Bidders name as stated in the RFP and provide an English translation for documentation submitted in a language other than English. Tenders may not be written in pencil but must be completed in ink.**
- 21 Sign and initial the original and all copies of the tender where indicated. PRASA will hold the signatory duly authorised and liable on behalf of the *tenderer*.
- 22 Seal the original and each copy of the tender as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside PRASA's address and invitation to tender number stated in the Scope of work/ specification, **as well as the *tenderer's name and contact address***. Where the tender is based on a two envelop system tenderers should further indicate in the package whether the document is **envelope / box 1 or 2**.
- 23 Seal original and copies together in an outer package that states on the outside only PRASA's address and invitation to tender number as stated in the Scope of work/ specification. The outer package should be marked "CONFIDENTIAL"
- 24 Accept that PRASA will not assume any responsibility for the misplacement or premature opening of the tender if the outer package is not sealed and marked as stated.

Note:

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PRASA prefers not to receive tenders by post, and takes no responsibility for delays in the postal system or in transit within or between PRASA offices.

PRASA prefers not to receive tenders by fax, PRASA takes no responsibility for difficulties in transmission caused by line or equipment faults.

Where tenders are sent via courier, PRASA takes no responsibility for tenders delivered to any other site than the tender office.

PRASA employees are not permitted to deposit a tender into the PRASA tender box on behalf of a tenderer, except those lodged by post or courier.

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| Closing time | <p>25 Ensure that PRASA has received the tender at the stated address with the Scope of work / specification no later than the <i>deadline for tender submission</i>. Proof of posting will not be taken by PRASA as proof of delivery. PRASA will not accept a tender submitted telephonically, by Fax, E-mail or by telegraph unless stated otherwise in the Scope of work/ specification.</p> <p>26 Accept that, if PRASA extends the <i>deadline for tender submission</i> for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.</p> |
| Tender validity | <p>27 Hold the tender(s) valid for acceptance by PRASA at any time within the <i>validity period</i> after the <i>deadline for tender submission</i>.</p> <p>28 Extend the <i>validity period</i> for a specified additional period if PRASA requests the <i>tenderer</i> to extend it. A <i>tenderer</i> agreeing to the request will not be required or permitted to modify a tender, except to the extent PRASA may allow for the effects of inflation over the additional period.</p> |
| Clarification of tender after submission | <p>29 Provide clarification of a tender in response to a request to do so from PRASA's <i>Representative</i> during the evaluation of tenders. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the tender is sought, offered, or permitted except as required by PRASA's <i>Representative</i> to confirm the correction of arithmetical errors discovered in the evaluation of tenders. The total of the Prices stated by the <i>tenderer</i> as corrected by</p> |

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PRASA's *Representative* with the concurrence of the *tenderer*, shall be binding upon the *tenderer*

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| Submit bonds, policies etc. | <p>30 If instructed by PRASA's <i>Representative</i> (before the formation of a contract), submit for PRASA's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful <i>tenderer</i> in terms of the <i>conditions of contract</i>.</p> <p>31 Undertake to check the final draft of the contract provided by PRASA's <i>Representative</i>, and sign the Form of Agreement all within the time required.</p> <p>32 Where an agent on behalf of a principal submits a tender, an authenticated copy of the authority to act as an agent should be submitted with the tender.</p> |
| Fulfil BEE requirements | <p>33 Comply with PRASA's requirements regarding BBBEE Suppliers.</p> |

PRASA'S UNDERTAKINGS

PRASA, and PRASA's *Representative*, shall:

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| Respond to clarification | <p>1 Respond to a request for clarification received earlier than the <i>closing time for clarification of queries</i>. The response is notified to all <i>tenderers</i>.</p> |
| Issue Addenda | <p>2 If necessary, issue to each <i>tenderer</i> from time to time during the period from the date of the Letter of Invitation until the <i>closing time for clarification of queries</i>, Addenda that may amend, amplify, or add to the <i>tender documents</i>. If a <i>tenderer</i> applies for an extension to the <i>deadline for tender submission</i>, in order to take Addenda into account in preparing a tender, PRASA may grant such an extension and PRASA's <i>Representative</i> shall notify the extension to all <i>tenderers</i>.</p> |
| Return late tenders | <p>3 Return tenders received after the <i>deadline for tender submission</i> unopened to the <i>tenderer</i> submitting a late tender. Tenders will be deemed late if they are not in the designated tender box at the date and time stipulated as the deadline for tender submission.</p> |

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Non-disclosure	4	Not disclose to <i>tenderers</i> , or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tenders and recommendations for the award of a contract.
Grounds for rejection	5	Consider rejecting a tender if there is any effort by a <i>tenderer</i> to influence the processing of tenders or contract award.
Disqualification	6	Instantly disqualify a <i>tenderer</i> (and his tender) if it is established that the <i>tenderer</i> offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to tender.
Test for responsiveness	7	Determine before detailed evaluation, whether each tender properly received • meets the requirements of these Conditions of Tender, • has been properly signed, and • is responsive to the requirements of the <i>tender documents</i>.
	8	Judge a responsive tender as one which conforms to all the terms, conditions, and specifications of the <i>tender documents</i> without material deviation or qualification. A material deviation or qualification is one which, in PRASA 's opinion would • detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data, • change PRASA's or the <i>tenderer's</i> risks and responsibilities under the contract, or • affect the competitive position of other <i>tenderers</i> presenting responsive tenders, if it were to be rectified.
Non-responsive tenders	10	Reject a non-responsive tender, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
Arithmetical errors	11	Check responsive tenders for arithmetical errors, correcting them as follows: • Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern. • If a bill of quantities applies and there is a discrepancy between the rate and the line item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an

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obviously gross misplacement of the decimal point in the rate, the line item total as quoted shall govern, and the rate will be corrected.

- Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the *tenderer's* addition of prices, the total of the Prices, if any, will be corrected.

	12	Reject a tender if the <i>tenderer</i> does not accept the corrected total of the Prices (if any).
Evaluating the tender	13	Evaluate responsive tenders in accordance with the procedure stated in the RFP / Scope of work/ specification. The evaluated tender price will be disclosed only to the relevant PRASA tender committee and will not be disclosed to <i>tenderers</i> or any other person.
Clarification of a tender	14	Obtain from a <i>tenderer</i> clarification of any matter in the tender which may not be clear or could give rise to ambiguity in a contract arising from this tender if the matter were not to be clarified.
Acceptance of tender	15	Notify PRASA's acceptance to the successful <i>tenderer</i> before the expiry of the <i>validity period</i> , or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between PRASA and the successful <i>tenderer</i> .
Notice to unsuccessful tenderers	16	After the successful <i>tenderer</i> has acknowledged PRASA's notice of acceptance, notify other <i>tenderers</i> that their tenders have not been accepted, following PRASA's current procedures.
Prepare contract documents	17	Revise the contract documents issued by PRASA as part of the <i>tender documents</i> to take account of • Addenda issued during the tender period, • inclusion of some of the <i>tender returnables</i>, and • other revisions agreed between PRASA and the successful <i>tenderer</i>, before the issue of PRASA's notice of acceptance (of the tender).
Issue final contract	18	Issue the final contract documents to the successful <i>tenderer</i> for acceptance within one week of the date of PRASA's notice of acceptance.

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| Sign Form of Agreement | 19 | Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of PRASA's notice of acceptance of the tender. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party shall comply with the request. |
| Provide copies of the contracts | 20 | Provide to the successful <i>tenderer</i> the number of copies stated in the Scope of work/ specification of the signed copy of the contracts within three weeks of the date of PRASA's acceptance of the tender. |