

## **NON - COMPULSORY TENDER BRIEFING MINUTES**

**TENDER NUMBER: PRASA/NGR/001/06/2026**

**TENDER DESCRIPTION: REQUEST FOR PROPOSAL (RFP) APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF CLEANING, HYGIENE AND HORTICULTURAL SERVICES AT CORRIDOR 1C STATIONS IN NGR FOR A PERIOD OF THREE (3) YEARS – 36 MONTHS**

**TIME: 10:00 TILL 11:00**

**DATE: 1 JULY 2026**

| <b>PROCEDURAL MATTERS</b>                                       |                                       |
|-----------------------------------------------------------------|---------------------------------------|
| <b>1. OPENING AND WELCOME</b>                                   | <b>CHAIRPERSON (Ms. K Pike)</b>       |
| <b>2. EXPLANATION OF THE TERMS OF REFERENCE (Scope of work)</b> | <b>PROJECT MANAGER (Mr. T Manaka)</b> |
| <b>3. EXPLANATION OF THE BIDDING PROCESS</b>                    | <b>SCM OFFICIAL (Ms. K. Pike)</b>     |
| <b>4. ATTENDANCE REGISTER</b>                                   | <b>POTENTIAL BIDDERS</b>              |
| <b>5. CLOSURE</b>                                               | <b>CHAIRPERSON (Ms. K Pike)</b>       |

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| <b>1.</b> | <b>OPENING AND WELCOME</b><br>Chairperson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>3.</b> | <b>EXPLANATION OF THE BIDDING PROCESS</b><br><b>TENDER INVITATION &amp; DATA</b> <ul style="list-style-type: none"> <li>▪ Tender Number: PRASA/NGR/001/06/2026</li> <li>▪ Tender Issue Date: 19 June 2026</li> <li>▪ Non - Compulsory Tender Briefing Date: 1 July 2026 @10:00 – 11:00</li> <li>▪ Tender Closing Date for Question posed by Bidders: 10 July 2026 @14:00</li> <li>▪ Tender Closing Date for Answers provided to Bidders: 13 July 2026 @16:00</li> <li>▪ Final Closing Date of Tender: 20 July 2026 @ 12:00 Midday</li> <li>▪ Tender Closing Venue: Tender Box situated at Reception Area of SCM Offices, Prasa Cres Dark Grey Building, Corner 546 Paul Kruger &amp; Scheiding Streets, Pretoria Station Precinct.</li> <li>▪ Tender Contact Person: Khuthazwa Pike at 012 748 7456 and Bongiwie Sithembile at 012 748 7562 or <a href="mailto:pikek@prasa.com">pikek@prasa.com</a></li> </ul><br><b>LIST OF RETURNABLE DOCUMENTS AND SCHEDULE AS PER RFP TENDER DOCUMENT ISSUED FOR PROVISION OF CLEANING, HYGIENE AND HORTICULTURAL SERVICES AT CORRIDOR 1C STATIONS (PRASA/NGR/001/06/2026)</b> |



**Stage 1A – Mandatory Requirements - (To be submitted in envelope 1)**

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

Only bidders who comply with stage 1A will be evaluated further.

| NO. | DESCRIPTION OF REQUIREMENT                                                                                                                                                                    | TICK |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| a)  | Completed Price Schedule/Bill of Quantities and Bid/Tender Form C ( <b>Bidders must ensure that they only include this financial documents / information in Envelope 2</b> )                  |      |
| b)  | Joint Venture, Consortium Agreement or Partnering Agreement / Subcontract Agreement signed by all parties (If applicable). The agreement should indicate the leading bidder where applicable. |      |
| c)  | Bidders to fill and sign the Closing/ Submission register on submission of tender documents.                                                                                                  |      |

**Stage 1B – Other Mandatory Requirements - (To be submitted in envelope 1)**

If you do not submit the following mandatory documents/requirements, PRASA may request the bidder to submit the information within three (3) working days. Should this information not be provided, your bid proposal will be disqualified.

Only bidders who comply with stage 1B will be evaluated further.

| NO. | DESCRIPTION OF REQUIREMENT                         | TICK |
|-----|----------------------------------------------------|------|
| a)  | Letter of Good Standing: COIDA                     |      |
| b)  | Supply of valid SARS Pin                           |      |
| c)  | CSD supplier registration number                   |      |
| d)  | Completion of ALL RFP documentation (includes ALL) |      |

**EVALUATION METHODOLOGY** *(Point of Reference can be made to the – RFP Tender Documents issued on e-tender website for CORRIDOR 1C STATIONS CLEANING TENDER)*

The evaluation criteria is categorised into three stages:

**(Stage 1) Evaluation of Administration/ Compliance**

- Stage 1A – Mandatory Compliance Requirements
- Stage 1B - Other Mandatory Compliance Requirements

**(Stage 2) Evaluation on Functionality / Technical**

- Bidders to achieve the minimum threshold requirement of 70% in order to be evaluated in the last stage of Evaluation Methodology, which is Stage 3.



**(Stage 3) Commercial Evaluation/ Preference Point System (80/20)**

- Price (80 points)
- Specific Goals (20 points)

**TWO-WAY ENVELOPE SYSTEM**

- **First envelope (Volume 1)** will entail Technical/Functionality, Compliance / Tender Forms including SBD 6.1, Except Bid Form C & Specific Goals Response (Submit an original hard copy and a USB clearly marked – Bidder's Name; Company's Address; Tender Description; Tender Number),
- **Second envelope (Volume 2)** will entail only your Financial Proposal which will be the Pricing Schedule, Form C and Specific Goals Response, (Submit an original hard copy and a USB clearly marked – Bidder's Name; Company's Address; Tender Description; Tender Number).

**TENDER VALIDITY**

- Bids will remain valid for 90 working days.

**CLARIFICATION OF TENDER INFORMATION**

For any clarifications, queries, questions, or comments regarding this tender project should be addressed to the tender contact person via email ([pikek@prasa.com](mailto:pikek@prasa.com)) by 10 July 2026 at 14:00.

**OPENING OF TENDERS**

There will be **NO** public tender opening. PRASA utilizes a two-way envelope system.

**EXPLANATION OF SCOPE OF WORK/PROJECT SPECIFICATION**

The Project Manager unpacked the project specification and the technical evaluation methodology with special conditions of tender thoroughly, which was embedded on the RFP tender document published to Bidders.

| QUESTIONS                                                                | ANSWERS                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Should we do the pricing of Hygiene cost separately?                  | No, the hygiene costs are already outlined or incorporated into the pricing schedule furnished with the RFP Document as per tender documentation advertised and shared on e-tender website.                                                                                               |
| 2. Are we responsible for providing or replacement of hygiene equipment? | Bidders are only responsible for providing spares/ replenishment or refilling of ALL equipment/ hygiene dispensers. Furthermore, Bidders are only responsible for replacement of hygiene equipment/ dispensers of public or commuter toilets. Prasa is responsible for replacement of all |



|  |                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                                                                                                                                                                                    | hygiene equipment/ dispensers within the stations' ticket offices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|  | 3. Are we supposed to use the current gazetted labour rate?                                                                                                                        | Even though the labour rate will be revised next year, bidders will only be evaluated based on the current gazetted rate for contract cleaners for Year 1. Additionally, the percentage increase/escalation must be factored in the pricing schedule for year 2 & 3 increases in terms of Gazetted Labour Rate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|  | 4. At which tendering stage is the bidder required to submit the Public Liability Insurance Cover?                                                                                 | The Public Liability Insurance Cover may be submitted as part of the bid submission. Nonetheless, PRASA permits the successful Bidder to submit the insurance certificate at awarding of business stage, but before contract execution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|  | 5. How does one package the Tender documents or RFP responses?                                                                                                                     | <p>As per Instruction for Responding to RFP which is on page 16 of the RFP Document; Bidders are required to package and submit their bid proposals in a sealed envelope. PRASA uses a two-way envelope system, wherein:</p> <p><i><u>*First envelope (Volume 1)</u></i> will entail Technical/Functionality, Compliance / Tender Forms (including SBD Form 6.1), <b>Except Pricing Schedule, Bid Form C Specific Goals Response</b> (Submit an original hard copy and a USB clearly marked – Bidder's Name; Company's Address; Tender Description; Tender Number);</p> <p><i><u>Second envelope (Volume 2)</u></i> will entail only your Financial Proposal which will be the <b>Pricing Schedule, Form C and Specific Goals Response (Submit an original hard copy and a USB</b> clearly marked – Bidder's Name; Company's Address; Tender Description; Tender Number)</p> |
|  | 6. Is acceptable to submit both (Volume 1 & 2) envelopes label and wrap them both in package, without encountering a case whereby I am accused of not submitting envelope/volume 2 | Yes, you may also package the submission in that way, provided you adhere to Instruction Note Paragraph 8 contained in the RFP Document. For further clarification, you can have the 2 separate sealed envelopes with their contents and insert them in big, wrapped package that will be clearly marked that inside the big, wrapped package there is volume1 and volume 2 envelope. Moreover, the submission register (template) that you will be signing before depositing your bid proposal inside the Tender Box will ask you as to how many envelopes/packages you will be submitting. There will also be an SCM Official at the Reception Area to verify how many envelopes have been submitted in terms of Volume 1 and Volume 2.                                                                                                                                    |



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|----|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>7. How many service providers required to cover the Corridor 1C Stations?</p>                                                               | <p><b><i>One successful contractor will be appointed for Corridor 1C Stations, which is categorised as:</i></b></p> <p>*De Wildt,<br/>*Garankuwa,<br/>*Taillardshoop<br/>*Medunsa<br/>*Lynross and<br/>*Rosslyn Stations</p>                                                                        |
|    | <p>8. Will the SBD Form D Certificates be signed in this briefing meeting or the Bidders are required to send the form through e-mail?</p>     | <p>No, SBD Form D Certificates will not be signed in these briefing proceedings, nor will they be sent through e-mail correspondence. However, Bidders who attended this Non - Compulsory Briefing Session must ensure that they sign the Attendance Register, to indicate proof of attendance.</p> |
| 5. | <b>CLOSURE</b>                                                                                                                                 |                                                                                                                                                                                                                                                                                                     |
|    | <p>The Chairperson thanked everyone for attending the meeting; wished the Bidders best of luck and declared the meeting officially closed.</p> |                                                                                                                                                                                                                                                                                                     |

Compiled by: K. PIKE

Date: 08/07/2026

Approved by: T. MANAKA

DATE: 10/07/2026