



prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: 10345852

REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE REPAIR OF FP04 RELAYS, SUPPLY AND INSTALLATION OF AUXILIARY TRANSFORMER, RECTIFIER FANS AND WALL FANS.

Issue Date:	19 January 2024
Closing Date for Submission of Bids:	05 February 2024 @ 10H00 CAT
Contact Person:	Derrick Nkanyana Contact No.: 011 085 7063 Email: derrick.nkanyana@prasa.com and metrorailqptenders2@prasa.com

Bids only to be hand delivered (Address on the next page)

SECTION 1

SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)

BID NUMBER:	10345852	CLOSING DATE:	05 FEBRUARY 2024	CLOSING TIME:	10H00AM
DESCRIPTION:	REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE REPAIR OF FP04 RELAYS, SUPPLY AND INSTALLATION OF AUXILIARY TRANSFORMER, RECTIFIER FANS AND WALL FANS.				
COMPULSORY BRIEFING DATE AND TIME:	29 JANUARY 2024 @ 11H00AM				
COMPULSORY BRIEFING SITE:	EERSTE FABRIEKE TRAIN STATION IN TSHWANE				

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*):

PASSENGER RAIL AGENCY OF SOUTH AFRICA

GROUND FLOOR, SHOSHOLOZA JUNCTION

CNR LEYDS AND SIMMONDS

BRAAMFONTEIN

JOHANNESBURG

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Derrick Nkanyana				
TELEPHONE NUMBER	011 085 7063				
E-MAIL ADDRESS	derrick.nkanyana@prasa.com				

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No:	MAAA.....
2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. **BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.**

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER**

1.3. **PRESCRIBED IN THE BID DOCUMENT.**

1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID NVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

NB:

- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
- *PRASA General Conditions of Purchase shall apply.*

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach the PRASA before the closing hour on the date shown on SBD1 above, and must be enclosed in a sealed envelope.

2 COMMUNICATION

Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

3 BIDDERS COMPLAINTS PROCESS

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

- 3.1.1 Bid/Tender Description
- 3.1.2 Bid/Tender Reference Number
- 3.1.3 Closing date of Bid/Tender
- 3.1.4 Supplier Name;
- 3.1.5 Supplier Contact details.
- 3.1.6 The detailed compliant

4 LEGAL COMPLIANCE

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

5 CHANGES TO QUOTATIONS

Changes by the Respondent to its submission will not be considered after the closing date and time.

6 PRICING

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

7 BINDING OFFER

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 DISCLAIMERS

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

- Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue;

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.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

Should the preferred fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

9 LEGAL REVIEW

Proposed contractual terms and conditions submitted by a Respondent will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

10 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. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a

respondent who has failed to register on the CSD. 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/>.

11 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.

12 EVALUATION METHODOLOGY

Interested bidders for this project shall be evaluated in terms of their administrative responsiveness, substantive responsiveness, technical/functional (capacity testing) evaluation, and preference points. The evaluation committee shall use the following Evaluation Criteria depicted in the table below for the selection of the preferred bidder that shall render/deliver the required works, goods, and/or services.

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

13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

14 VALIDITY PERIOD

14.1 PRASA requires a validity period of **90 Working Days** from the closing date.

14.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity

period. However, once the delegated authority has approved the process the validity of the successful respondent(s)' bid will be deemed to remain valid until finalization of the award.),

15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's. (*Where applicable*).

16 RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

15.1. Mandatory Returnable Documents

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all documents are returned with their Quotations.

SECTION 3

EVALUATION CRITERIA

Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

Stage 1A – Mandatory Requirements

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

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

No.	Description of requirement	
a).	Completion of ALL RFP documentation (includes ALL declarations).	
b).	Document completion and acknowledgement of all items on the BOQ.	
c).	Submission of a signed Briefing session Form D and signed briefing session attendance register.	
d).	Signed and completed compliance to specification Sheet.	
e).	Joint Venture, Consortium Agreement or Partnering Agreement signed by all parties. The agreement should indicate the leading bidder where applicable. (If applicable).	
f).	Proof of valid registration with CIDB at 1EP or Higher	

Stage 1B – Other Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements in the table below, 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.

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

No.	Description of requirement	
a)	Letter of Good Standing: COID.	
b)	Supply of valid SARS Pin	
c)	CSD supplier registration number	

Stage 2 - Technical / Functionality Requirements

Technical Evaluation Criteria presented in table below.

ITEM	CRITERIA	WEIGHT
1	Organizational Experience	60
2	Experience of key personnel	30
3	Project program (Work plan)	10
	TOTAL	100

The minimum threshold for the Technical/functionality criteria is **80%**, and bidders who score below this minimum threshold will be disqualified.

Evaluation Area	Weight	Technical/Functional Criteria and Scoring
<p><u>Organizational Experience</u></p> <p><i>Provide for each successfully completed project/s in the following sequence: Copy of an appointment letter/s on a company letterhead, description of the project, Client name, Client contact (i.e., email and office number), Project start date, project end date, extension of time where applicable, contract value inclusive of VAT.</i></p> <p><i>Furthermore, attach completion certificate signed by client or letter from the client confirming successful completion of the project.</i></p>	60	<p>Score will be based on successfully executed and completed similar projects in the installation/ repair of substation equipment in the 3kV DC traction substations in the last fifteen (15) years.</p> <p>Zero (0) Similar Projects/non-submission/incomplete submission = 0</p> <p>1: 1 Similar project = 12 points</p> <p>2: 2 Similar projects = 24 points</p> <p>3: 3 Similar projects = 36 points</p> <p>4: 4 Similar projects = 48 points</p> <p>5: 5 similar projects = 60 points</p>
<p><u>Experience of key personnel</u> (based on CVs submitted)</p> <p>a). <i>Electrical Installation Supervisor</i> b). <i>Electrician</i></p> <p><i>Provide copies of original qualifications and certificates of professional bodies. The copies must be certified by the commissioner of oath. The date on the stamp shall be three months or less old, before the closing date of the tender.</i></p>	30	<p>Detailed CVs of the team members who will be used in completing the works must submitted. Scores would be based on the experience in the installation/ repairs of substation equipment in the 3kV DC traction substation. The points will be based on the two key personnel listed here.</p> <p>No information provided/incomplete submission = 0 points</p> <p>1: Average < 5 years of experience of Key Staff = 6 points</p> <p>2: Average > = 5 up to 8 years of experience of Key Staff = 12 points</p> <p>3: Average > 8 up to 10 years of experience of Key Staff = 18 points</p>

Evaluation Area	Weight	Technical/Functional Criteria and Scoring
<p><i>If the qualification has been awarded in other language than English, please provide translation in English.</i></p> <p><i>Evaluation will be done on all 2 personnel and maximum points shall be obtained on 2 personnel. Each must have a minimum of 5 years.</i></p> <p><i>All educational qualifications should be SAQA accredited.</i></p>		<p>4: Average > = 10 up to 15 years of experience of Key Staff = 24 points</p> <p>5: Average > = 15 years of experience of Key Staff = 30 points</p>
<p><u>Project Program (Work plan)</u></p> <p><i>Provide project schedule in MS projects that meets the client's timeline requirements and the schedule to cover the following key Milestones:</i></p> <ul style="list-style-type: none"> <i>• Project duration within the targeted duration of 6 weeks.</i> <i>• Resource allocation</i> <i>• Critical Path clearly highlighted</i> <i>• Activities showing safety measures to be taken activities included.</i> <p><i>The overall schedule should clearly indicate sequencing of activities with clear understanding of scope.</i></p>	10	<p>Score will be allocated for MS Project Schedule provided.</p> <p>No information provided = 0 points.</p> <p>1: Project schedule provided with relevant activities and 1 of the indicated elements addressed = 2.</p> <p>2: Project schedule provided with relevant activities and 2 of the indicated elements addressed = 4.</p> <p>3: Project schedule provided with relevant activities and 3 of the indicated elements addressed = 6.</p> <p>4: Project schedule provided with relevant activities and 4 of the indicated elements addressed = 8.</p> <p>5: Project schedule provided with relevant activities and all the indicated elements addressed = 10.</p>
Total	100	

NOTE: The average minimum points of 80 are to be attained in the evaluation criteria stated above for a bidder to be shortlisted for this bid.

Stage 3- Price and Specific Goals

The following formula, shall be used to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

DETAILS	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 SYSTEMS

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

80/20

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

Where,

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. 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/bid. For the purposes of this tender/bid, the tenderer/bidder will be allocated points based on the goals stated in the table below as may be supported by proof/documentation (evidence) stated in the conditions of this tender/bid.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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
Black Women owned	10		Certified copy of ID Documents of the Owners
Owned by black persons with disabilities	10		Certified copy of ID Documents of the Owners and Doctor's note confirming the disability

SECTION 4

PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule **Annexure:**

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 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.
- 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.
- 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:
 - 9 negotiate a market-related price with the Respondent scoring the highest points;;
 - 10 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;
 - 11 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;
 - 12 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.

I / We _____ (Insert Name of Bidding Entity) of _____

_____ code _____
(Full address) conducting business under the style or title of:
_____ represented by: _____

in my capacity as: _____

being duly authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lumpsum, of R _____ (amount in numbers); _____

(amount in words) Incl. VAT.

DELIVERY PERIOD: Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within working days from date of order. (To be completed by Service provider).

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

Warranty

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

Indemnity

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

Assignment and sub-contracting

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Respondent and PRASA, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,
employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEM

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where,

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where,

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. 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 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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
Black Women owned	10		Certified copy of ID Documents of the Owners
Owned by black persons with disabilities	10		Certified copy of ID Documents of the Owners and Doctor's note confirming the disability

DECLARATION

WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

SECTION 8

CERTIFICATE OF ATTENDANCE OF A COMPULSORY RFQ BRIEFING (FORM D)

Request number:	10345852
Request for Quotation:	REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE REPAIR OF FP04 RELAYS, SUPPLY AND INSTALLATION OF AUXILIARY TRANSFORMER, RECTIFIER FANS AND WALL FANS.

Attendance

This is to certify that _____ has / have today attended the site inspection / RFQ briefing session to which this enquiry relates.

THUS, DONE and SIGNED at _____ on this _____ day of _____

_____ for / on behalf of PRASA

_____ Designation

Acknowledgement

This is to certify that the Bidder attended the above-mentioned briefing session/ site inspection and has / have acquainted himself / themselves with the Contract, Project Specification / Special Conditions, Specifications and / or Bills of Quantities / Schedule of Quantities / Schedule of Prices, together with the drawings enumerated therein, as laid down by the PRASA for the carrying out of the proposed WORKS to which the enquiry relates

THUS, DONE and SIGNED at _____

on this _____ day of _____

DULY AUTHORISED SIGNATORY(IES) WITNESSES

1. _____ 1. _____

2. _____ 2. _____

3. _____ 3. _____

REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE REPAIR OF FP04 RELAYS, SUPPLY AND INSTALLATION OF AUXILIARY TRANSFORMER, RECTIFIER FANS AND WALL FANS.



Name of the Bidder:

RFQ Number:

COMPLIANCE SPECIFICATION SHEET

No.	APPOINTMENT OF A SERVICE PROVIDER FOR THE REPAIR OF FP04 RELAYS, SUPPLY AND INSTALLATION OF AUXILIARY TRANSFORMER, RECTIFIER FANS AND WALL FANS.	Bidder's Compliance Response: (Yes/No)
1.	Repair of FP04 relays, Supply and installation of auxiliary transformer, Rectifier fans and wall fans	
1.1	Testing and repairing of FP04 relays and all the associated works (replacement of faulty parts, recalibration, and retesting).	
1.2	Collection of FP04 relays from Capital Park Depot for repairs and delivery of repaired FP04 relays to Electrical Department, Capital Park Depot.	
1.3	Supply and installation of 100KVA, 1220V/400V auxiliary transformer and all the associated works.	
1.4	Supply and installation of 95mm ² XLPE three core copper cable from the main transformer to the auxiliary transformer including all terminations on both ends and all the associated works.	
1.5	Connecting of all cabling that is necessary for the functioning of the auxiliary transformer and all the associated works e.g., making sure that the auxiliary transformer protection is connected and working.	
1.6	Supply and installation of rectifier fans for 6MW rectifier and all the associated works.	

1.7	Dismantling and removal of existing rectifier fans.	
1.8	Supply and install substation wall fans (5KW extractor fan) and all the associated works.	
1.9	Dismantling and removal of existing wall fans.	
1.10	Preliminary and Generals. N.B. Please provide a separate breakdown of all the items with the amount per item that you have included to arrive at your quotation here.	

SIGNATURE _____

SIGNED at _____ on this _____ day of _____ 2023.

Name: _____ Designation _____

SECTION 9

SCOPE OF WORK

1. Work Specification

1.1 Nature of work

- 1.1.1 The work covers testing and repairing of FP04 relays.
- 1.1.2 Supply and installation of rectifier fans for 6MW rectifier.
- 1.1.3 Supply and installation of 100KVA auxiliary transformer.

1.2 General

- 1.2.2 PRASA reserves the right to inspect and/or test any material or equipment during installation process.
- 1.2.3 Completion of work shall be subjected to the approval of the Regional Electrical Engineer or the Technical Officer.
- 1.2.4 All work or equipment supplied by the contractor shall have a minimum of twelve months guarantee after the acceptance of completion by Metrorail Technical Manager or Electrical Engineer.
- 1.2.5 All work shall comply with SANS standards and Metrorail engineering instructions/specification.

1.3 The following activities form part of this contract:

- 1.2.1 The Contractor shall be responsible for repairing and testing of FP04 relays.
- 1.2.2 The contractor shall be responsible for the supply and installation of 5KW extractor wall fans and all the associated works.
- 1.2.3 The contractor shall be responsible for the supply and installation of 100KVA auxiliary transformer.
- 1.2.4 The contractor shall be responsible for the dismantling and removal of existing equipment.

1.4 FP04 Relays

- 1.3.1 The FP04 Protection Relay is a digital, integrated, multi-function, combined overcurrent, earth fault, and sensitive earth fault protection relay, for application on medium and high voltage incoming and outgoing feeder circuits.
- 1.3.2 Its purpose is to continually monitor a circuit and upon detecting a dangerous condition to use its outputs to open breakers in the circuit.
- 1.3.3 The FP04-B can be programmed with regard to each input's protection function, the
- 1.3.4 fault levels associated with it, and which outputs are switched accordingly. The relay is configurable, to cater for a wide range of relay settings.

1.5 Rectifier fans for the 6MW rectifier

- 1.4.1 Supply and installation of rectifier fans for the 6MW rectifier and all the associated works.
- 1.4.2 Removal of burnt existing rectifier fans and all the associated works.

1.6 Auxiliary transformer

- 1.5.1 The contractor shall make provision for the supply of an auxiliary transformer which shall comply with the requirements of SANS.780.
- 1.5.2 Phases: 3, Frequency: 50Hz, Type of cooling: ONAN, Vector group: Dyn 11. Voltage: 1220/400V
- 1.5.3 The auxiliary transformer shall be three phase with a rating of 100kVA, 1220/400V.
- 1.5.4 The 3-phase auxiliary transformer shall be supplied from the tertiary winding of the main traction transformer.
- 1.5.5 The auxiliary transformer shall be the sealed unit type suitable for outdoor installation. Full details of the transformer shall be submitted.
- 1.5.6 The secondary winding of the auxiliary transformer shall be star-connected.
- 1.5.7 The auxiliary transformer shall supply the required kVA rating without exceeding the permissible temperature rise laid down in SANS 780.
- 1.5.8 The nominal no-load secondary voltage of the auxiliary transformer shall be 400V three phase.
- 1.5.9 Off-load, externally operated tap changing gear shall be provided on the transformer, with tapings to compensate for any change in the main transformer tapping.
- 1.5.10 All primary and secondary terminals, including the secondary neutral, shall be brought out through the transformer tank by means of bushing type terminals and shall be arranged for busbar/cable connections.
- 1.5.11 The transformer shall come with current transformers for overload protection of the primary winding.

1.7 Wall fans

- 1.6.1 Supply and install substation wall fans (5KW extractor fan) along with necessary fan cover and all the associated works.
- 1.6.2 Mount the wall fan on the substation wall to be pointed out by PRASA.
- 1.6.3 Supply all the necessary materials required for the full functionality of the wall fans.

1.8 Guarantee and defects.

- 1.7.1 All work undertaken by the Contractor shall be subject to a guarantee for a minimum of twelve months against faulty or inferior workmanship and material.
- 1.7.2 All equipment or material supplied by the contractor shall be subjected to a guarantee for a minimum of twelve months against faulty or inferior workmanship and material.
- 1.7.3 Any defects that may become apparent during the guarantee period shall be rectified to the satisfaction of and free costs to Metrorail.
- 1.7.4 The contractor shall undertake work on the rectification of any defects that may arise during the guarantee period within 7 days after being notified by Metrorail Technical Staff.
- 1.7.5 Should the Contractor fail to comply with the requirements stipulated above, Metrorail shall be entitled to undertake the necessary repair of work or effect replacement of defects apparatus or material and the contractor shall reimburse the client the total cost of such repair or replacement, including labour costs incurred in replacing defective apparatus or materials.

- 1.7.6 If urgent repairs have to be carried out by Metrorail staff to maintain supply during the guarantee period, the Contractor shall reimburse Metrorail the cost of material and labour.

2. Financial

- 2.1.1. Payments shall be made for fully functional equipment only.
2.1.2. All prices quoted shall be fixed and firm for the duration of the contract.

3. Duration of the contract

- 3.1. Together with his/her quotation, the bidder shall submit a work program detailing the time frames of each and every task in the form of a Gantt chart or any acceptable formats.

4. Place of delivery

- 4.1. The repaired FP04 relays shall be delivered to the Electrical Department, Capital Park Depot in Pretoria by the contractor.

5. Penalties

- 5.1. Bidders shall visit the site for site briefing session to thoroughly inspect the site, in order to make themselves (bidders) aware of the nature of work involved.

6. Breach of contract

- 6.1. In the event that the Contractor does not commence on the agreed date with the work or does not work at reasonable pace or deliver work of unacceptable nature or otherwise contravenes any of the clauses of these conditions, Metrorail may give the Contractor 7 days' notice to rectify or remedy it. Should the contractor not comply with this instruction then Metrorail shall be entitled to cancel the contract and claim damages from the contractor.
- 6.2. Should the contractor fail to carry out the work, the Technical Manager shall be entitled to suspend operations and if the Contractor fail to remedy any breach within 24 hours after written notice has been given to him. Metrorail shall be entitled to cancel the agreement in which all amounts used by the contractor shall be forfeited as liquidated and ascertain damages and Metrorail shall be free to make such arrangements in regard to the carrying out the work as it may deem fit.

7. Site and site inspection

- 7.1. Bidders shall visit the site for site briefing session to thoroughly inspect the site, in order to make themselves (bidders) aware of the nature of work involved.

8. SHE file checklist

- 8.1. The SHE file checklist is attached and it shall be used to compile the safety file by the successful

bidder.

9. Subcontracting

9.1. The contractor shall not make use of any sub-contractors to perform the works or parts thereof without prior permission from PRASA.

10. Evaluation criteria

Minimum Qualifications of the technical staff are outlined below. All educational qualifications should be SAQA accredited.

10.1 ELECTRICAL INSTALLATION SUPERVISOR

- a)** National Certificate level 3 (N3) in Electrical Engineering (Heavy Current) and valid A-brown certificate.
- b)** Trade test certificate

10.2 ELECTRICIAN

- a)** National Certificate level 3 (N3) in Electrical Engineering (Heavy Current) and valid A-brown certificate.
- b)** Trade test certificate.

SECTION 10

BOQ/ PRICING SCHEDULE

Schedule of quantities and Rates / Price (s)

Item No.	Description	Unit	Qty	Rate/unit (Excl. VAT)	Total Price (Excl. VAT)
FP04 Relays					
1.	Testing and repairing of FP04 relays and all the associated works (replacement of faulty parts, recalibration, and retesting).	Each	7	R.....	R.....
2.	Collection of FP04 relays from Capital Park Depot for repairs and delivery of repaired FP04 relays to Electrical Department, Capital Park Depot.	Each	7	R.....	R.....
100KVA auxiliary transformer					
3.	Supply and installation of 100KVA, 1220V/400V auxiliary transformer and all the associated works.	Each	1	R.....	R.....
4.	Supply and installation of 95mm ² XLPE three core copper cable from the main transformer to the auxiliary transformer including all terminations on both ends and all the associated works.	M	30	R.....	R.....
5.	Connecting of all cabling that is necessary for the functioning of the auxiliary transformer and all the associated works e.g., making sure that the auxiliary transformer protection is connected and working.	Sum	1	R.....	R.....
Rectifier fans for 6MW rectifier					
6.	Supply and installation of rectifier fans for 6MW rectifier and all the associated works.	Each	2	R.....	R.....
7.	Dismantling and removal of existing rectifier fans.	Each	2	R.....	R.....
Wall fans					
8.	Supply and install substation wall fans (5KW extractor fan) and all the associated works.	Each	4	R.....	R.....
9.	Dismantling and removal of existing wall fans.	Each	4	R.....	R.....

Preliminary and Generals.					
10.	Preliminary and Generals. N.B. Please provide a separate breakdown of all the items with the amount per item that you have included to arrive at your quotation here.	Sum	1	R.....	R.....
Total Excluding VAT				R.....	
VAT@15%				R.....	
GRAND TOTAL				R.....	