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| File Ref          | REQUEST FOR PROPOSAL (RFP) APPOINTMENT OF SERVICE PROVIDER (S) FOR THE ACCOMMODATION OF DRIVERS` COUNTRY WIDE AT PRE-DETERMINED AREAS AS AND WHEN REQUIRED FOR A PERIOD OF 3 YEEARS |            |                |                   |  |
|                   | Creation Date                                                                                                                                                                       | 2025-10-09 | Last Edit Date | 10/9/2025 1:02 PM |                                                                                     |
| Doc No. & Version | 1                                                                                                                                                                                   | Author     | A Sidali       | 1 of 3            |                                                                                     |

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| <b>REQUEST FOR PROPOSAL (RFP) APPOINTMENT OF SERVICE PROVIDER (S) FOR THE ACCOMMODATION OF DRIVERS` COUNTRY WIDE AT PRE-DETERMINED AREAS AS AND WHEN REQUIRED FOR A PERIOD OF 3 YEARS</b><br><b>BID NUMBER: CITYTOCITY/S&amp;O/001/08/2025</b><br><b>VENUE:</b> Umjantshi House<br><b>DATE:</b> 09 October 2025<br><b>TIME:</b> 10h00 |                                                                                                                                                                                                                                                                                                                       |  |  | <b>RESPONSIBLE PERSON</b> |
| 1.                                                                                                                                                                                                                                                                                                                                    | <b>OPENING AND WELCOME</b><br>Ms. Asanda Sidali opened the meeting and welcomed all present.                                                                                                                                                                                                                          |  |  | <b>AS</b>                 |
| 2.                                                                                                                                                                                                                                                                                                                                    | <b>ATTENDANCE PRESENT</b><br><br>Ms. Asanda Sidali (AS)<br>Mr. Edward Mabitsela (EM)<br>Potential Bidders (see attached online Attendance Register)                                                                                                                                                                   |  |  | <b>ALL</b>                |
|                                                                                                                                                                                                                                                                                                                                       | <div> <b>2.1. AGENDA</b> <ol style="list-style-type: none"> <li>1. Opening, Welcome and Introductions</li> <li>2. Who are we?</li> <li>3. Supply Chain Management Presentation</li> <li>4. Technical Presentation</li> <li>5. Questions and Answers</li> <li>6. Matters Arising</li> <li>7. Closure</li> </ol> </div> |  |  |                           |
| 3.                                                                                                                                                                                                                                                                                                                                    | <b>Who are we?</b><br>The following points were explained to the potential bidders: <ul style="list-style-type: none"> <li>• Mission and Vision of PRASA</li> </ul>                                                                                                                                                   |  |  | <b>AS</b>                 |

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|                                  | <ul style="list-style-type: none"><li>• PRASA structure and reporting</li><li>• Primary and second Objectives of Prasa</li><li>• The Strategic intent</li><li>• Pillars for strategic execution</li><li>• Execution of the rebuilding program</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |             |                     |                                                                                                                                                                                                                                   |                   |                                                                                                                           |                                  |                                                                                                                                                                                                                                                                                                                                                          |                |                                                                                                                                  |                  |                                                                                                                                               |         |                                                |            |                                                            |                |                                                                         |          |                                                |    |
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| 4.                               | <p><b>Supply Chain Management Presentation</b></p> <p><b>Evaluation and Scoring Methodology</b></p> <ul style="list-style-type: none"><li>• The evaluation process was explained.</li></ul> <table><tr><th>LEVEL</th><th>DESCRIPTION</th></tr><tr><td>Verify completeness</td><td>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. Incomplete Bids may be disqualified.</td></tr><tr><td>Verify compliance</td><td>The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids may be disqualified.</td></tr><tr><td>Detailed Evaluation of Technical</td><td>Detailed analysis of Bids to determine whether the Bidder is capable of delivering the Project in terms of business and technical requirements. <b>The minimum threshold for technical evaluation is 60%, any bidder who fails to meet the minimum requirement will be disqualified and not proceed with the evaluation of Price and Specific Goals.</b></td></tr><tr><td>Specific Goals</td><td>Evaluate Specific Goals – This session will serve as a guide as to what will be required when the Service Providers are quoting.</td></tr><tr><td>Price Evaluation</td><td>At this Stage there is no Price Evaluation, bidders are only guided as to what Preference Point System will be used when quotes are required.</td></tr><tr><td>Scoring</td><td>Scoring of Bids using the Evaluation Criteria.</td></tr><tr><td>Site Visit</td><td>Site Visit Evaluation will be conducted by PRASA Officials</td></tr><tr><td>Recommendation</td><td>Report formulation and recommendation of Preferred and Reserved Bidders</td></tr><tr><td>Approval</td><td>Approval and notification of the final Bidder.</td></tr></table> <ul style="list-style-type: none"><li>• Bidders were informed that RFP document and Annexures are available on the National Treasury e-tender portal for downloading.</li></ul> | 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. Incomplete Bids may be disqualified. | Verify compliance | The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids may be disqualified. | 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. <b>The minimum threshold for technical evaluation is 60%, any bidder who fails to meet the minimum requirement will be disqualified and not proceed with the evaluation of Price and Specific Goals.</b> | Specific Goals | Evaluate Specific Goals – This session will serve as a guide as to what will be required when the Service Providers are quoting. | Price Evaluation | At this Stage there is no Price Evaluation, bidders are only guided as to what Preference Point System will be used when quotes are required. | Scoring | Scoring of Bids using the Evaluation Criteria. | Site Visit | Site Visit Evaluation will be conducted by PRASA Officials | Recommendation | Report formulation and recommendation of Preferred and Reserved Bidders | Approval | Approval and notification of the final Bidder. | AS |
| 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. Incomplete Bids may be disqualified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |             |                     |                                                                                                                                                                                                                                   |                   |                                                                                                                           |                                  |                                                                                                                                                                                                                                                                                                                                                          |                |                                                                                                                                  |                  |                                                                                                                                               |         |                                                |            |                                                            |                |                                                                         |          |                                                |    |
| Verify compliance                | The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids may be disqualified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |             |                     |                                                                                                                                                                                                                                   |                   |                                                                                                                           |                                  |                                                                                                                                                                                                                                                                                                                                                          |                |                                                                                                                                  |                  |                                                                                                                                               |         |                                                |            |                                                            |                |                                                                         |          |                                                |    |
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| Specific Goals                   | Evaluate Specific Goals – This session will serve as a guide as to what will be required when the Service Providers are quoting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |             |                     |                                                                                                                                                                                                                                   |                   |                                                                                                                           |                                  |                                                                                                                                                                                                                                                                                                                                                          |                |                                                                                                                                  |                  |                                                                                                                                               |         |                                                |            |                                                            |                |                                                                         |          |                                                |    |
| Price Evaluation                 | At this Stage there is no Price Evaluation, bidders are only guided as to what Preference Point System will be used when quotes are required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |             |                     |                                                                                                                                                                                                                                   |                   |                                                                                                                           |                                  |                                                                                                                                                                                                                                                                                                                                                          |                |                                                                                                                                  |                  |                                                                                                                                               |         |                                                |            |                                                            |                |                                                                         |          |                                                |    |
| Scoring                          | Scoring of Bids using the Evaluation Criteria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |             |                     |                                                                                                                                                                                                                                   |                   |                                                                                                                           |                                  |                                                                                                                                                                                                                                                                                                                                                          |                |                                                                                                                                  |                  |                                                                                                                                               |         |                                                |            |                                                            |                |                                                                         |          |                                                |    |
| Site Visit                       | Site Visit Evaluation will be conducted by PRASA Officials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |             |                     |                                                                                                                                                                                                                                   |                   |                                                                                                                           |                                  |                                                                                                                                                                                                                                                                                                                                                          |                |                                                                                                                                  |                  |                                                                                                                                               |         |                                                |            |                                                            |                |                                                                         |          |                                                |    |
| Recommendation                   | Report formulation and recommendation of Preferred and Reserved Bidders                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |             |                     |                                                                                                                                                                                                                                   |                   |                                                                                                                           |                                  |                                                                                                                                                                                                                                                                                                                                                          |                |                                                                                                                                  |                  |                                                                                                                                               |         |                                                |            |                                                            |                |                                                                         |          |                                                |    |
| Approval                         | Approval and notification of the final Bidder.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |             |                     |                                                                                                                                                                                                                                   |                   |                                                                                                                           |                                  |                                                                                                                                                                                                                                                                                                                                                          |                |                                                                                                                                  |                  |                                                                                                                                               |         |                                                |            |                                                            |                |                                                                         |          |                                                |    |

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### EVALUATION CRITERIA:

The evaluation criteria that will be used was displayed and explained.

| EVALUATION CRITERIA                                                                                               | WEIGHTING                                                       |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>Stage 1 – Compliance</b>                                                                                       |                                                                 |
| Stage 1A                                                                                                          | Mandatory Requirements                                          |
| Stage 1B                                                                                                          | Technical Mandatory Requirements                                |
| Stage 1C                                                                                                          | Other Mandatory Requirements                                    |
| <b>Stage 2</b>                                                                                                    |                                                                 |
| Technical/Functional Requirements                                                                                 | Threshold of 60%                                                |
| <b>Stage 3</b>                                                                                                    |                                                                 |
| Price                                                                                                             | 80                                                              |
| Specific Goals                                                                                                    | 20                                                              |
| <b>TOTAL</b>                                                                                                      | <b>100</b>                                                      |
| <b>Stage 4</b><br>Site visit will be conducted by PRASA Officials<br>Annexure D Evaluation Checklist will be used | <b>Threshold is 100%. The bidder must meet all requirements</b> |

### Evaluation Requirements

- Mandatory Requirements, Technical Mandatory Requirements and Other Mandatory Requirements must be packed in Envelop 1
- Only Bidders who comply with Stage 1 will be evaluated further
- If you do not submit/meet the mandatory documents/requirements, your bid will be automatically disqualified.

### Mandatory Requirements Stage 1 A

The following points were emphasized:

- A signed Joint Venture Agreement, Consortium Agreement or Partnering Agreement (whichever is applicable) to be submitted. The agreement should indicate the leading bidder where applicable.

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### Technical Mandatory Requirements 1B

- The bidder must provide Municipal Rates and Taxes. The Rates and taxes must indicate the full address of the bidder.
- The bidders should be within 5-10km radius from the loading point address listed on Annexure A.

### Other Mandatory Requirements 1C

- Bidders were informed that item listed on basic mandatory are essential and are needed to assist the evaluation process. Bidders were encouraged to submit the information but if they fail to submit, they will not be disqualified.
- On request by PRASA the information should be made available and submitted within 5 days.

### CSD & TAX

- Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) and must be TAX compliant when submitting a proposal to PRASA.

### Stage 2 – Technical / Functionality Requirements

| EVALUATION CRITERIA                                                                                                                | WEIGHTING  |
|------------------------------------------------------------------------------------------------------------------------------------|------------|
| <p align="center"><b>TABLE A</b></p> <p align="center"><b>AREAS WITH NO REQUIREMENT FOR LIGHT BUS CLEANING AND BUS PARKING</b></p> |            |
|                                                                                                                                    |            |
| Company Experience                                                                                                                 | 40         |
| Customer Satisfaction                                                                                                              | 60         |
| <b>TOTAL</b>                                                                                                                       | <b>100</b> |
|                                                                                                                                    |            |

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| EVALUATION CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | WEIGHTING  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------|
| TABLE B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |            |
| AREAS WITH REQUIREMENT BOTH OR EITHER LIGHT BUS CLEANING AND/ OR BUS PARKING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |            |
| Company Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | 40         |
| Customer Satisfaction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | 50         |
| Light Bus Cleaning and Bus Parking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | 10         |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | <b>100</b> |
| <ul style="list-style-type: none"> <li>Response to Stage 2 must be submitted on Volume 1.</li> <li>The criteria were displayed, and bidders were encouraged to score themselves before submitting to ensure that they meet the 60% minimum threshold</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |            |
| <b>Stage 3 – Pricing and Specific Goals</b> <ul style="list-style-type: none"> <li>Bidders should provide their price proposal in Envelope 2, which should include Form C (Financial Offer) and provide proof of Specific Goals.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |            |
| <b>Instructions for Completing the RFP</b> <ul style="list-style-type: none"> <li>Bidders are required to package their response/Bid as follows: <ul style="list-style-type: none"> <li>Volume 1 (Envelop 1/Package 1) <ul style="list-style-type: none"> <li>Part A: Mandatory Requirements Response</li> <li>Part B: Technical Mandatory Requirements Response</li> <li>Part C: Other Mandatory Requirements Responses</li> </ul> </li> </ul> </li> <li>The envelopes must be marked outside, the Bid Number, Description and Name of the tendering company.</li> <li>The Submission/ Closing Register must be completed when submitting the Bid documents.</li> <li>If bidders are using courier companies, courier companies should be informed to complete the Submission/ Closing Register on behalf of the</li> </ul> |  |            |

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|    | <p>bidder and complete the name of the bidder, contact details of the bidder not of the courier company.</p> <p><b>Milestones Dates</b></p> <p>Bidders were informed to note the important dates below:</p> <ul style="list-style-type: none"> <li>• Bid Issue Date: 01 October 2025</li> <li>• Non- Compulsory Briefing Session for Bidders: 09 October 2025</li> <li>• Closing date for questions: 17 October 2025</li> <li>• Closing date for responses: 22 October 2025</li> <li>• Closing date for submission: 31 October 2025 @ 12H00pm</li> </ul>                                                                                                                                                                                                                                                                                                                                         |    |
| 5. | <p><b>Technical Presentation</b></p> <p>EM made a presentation that covered the following aspects:</p> <p>LDPT City to City a division of PRASA.</p> <ul style="list-style-type: none"> <li>• LDPT City to City operates on a fully commercial basis.</li> <li>• It operates major regions namely North, Inland and Coastal</li> <li>• Currently there are no drivers accommodation with en-suite at end destination at major cities and towns.</li> <li>• Ensure reliable and cost-effective high quality hotel service</li> <li>• Ensure 24hours secured bus parking (potential bidder will be held liable for any damages or theft while the bus is parked on the premises)</li> <li>• Ensure a secure environment (e.g. proper fencing/security gaurds/surveillance cameras, fire extinguishers etc.) for drivers in accordance with the security procedures as per the industry.</li> </ul> | EM |

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| 6. | <b>QUESTIONS AND ANSWERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | EM |
|    | <p>1. The JV that is required, must we submit statements/information from both companies?<br/>Answer – Only the nominated party/company will submit statements in the submission.</p> <p>2. How many busses would be required for parking<br/>Answer – On Annexure A stipulates the number of bus parking required for each town. Shuttling in Sibasa and 1 bus parking</p> <p>3. Security personnel required are they allowed to use the accommodation?<br/>Answer – It is not allowed for the security personnel to use accommodation. And also an email will be sent to notify the service providers that the driver will come.</p> <p>4. Can the submission be submitted electronically?<br/>Answers – No, only physical submissions are required</p> <p>5. If the bidders are bidding for different areas do they submit for 2 different areas, must they submit 2 submission?<br/>Answers – it is clearly stipulated in the RFP that if it is one entity with multiple areas then different evidence must be submitted.</p> <p>6. How many busses can we expect at Lusikisiki, EL and PE.<br/>Answer - Lusikisiki – 1 to 2 Busses East London – as and when required Port Elizabeth – 8 and 12 busses/drivers</p> |    |
| 7. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |

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|    | <ul style="list-style-type: none"> <li>Questions and enquires can be forwarded to <a href="mailto:asanda.sidali@prasa.com">asanda.sidali@prasa.com</a> using the Q&amp; A Tracker Annexure: RFP Clarification that is on e-tender portal.</li> <li>Bidders were encouraged to send their questions via email instead of calling.</li> </ul> <p>Consolidated Questions and Answers will be sent to bidders via email by 21 October 2025.</p> <p><b>MATTERS ARISING</b></p> <p>None</p> |           |
| 8. | <p><b>CLOSURE</b></p> <ul style="list-style-type: none"> <li>In closing AS and EM thanked everyone for attending the meeting.</li> </ul>                                                                                                                                                                                                                                                                                                                                              | <b>AS</b> |

|                                                |                                                                                     |
|------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Date:</b>                                   | 09 October 2025                                                                     |
| <b>Signed on Behalf of SCM</b>                 |  |
| <b>Signed on Behalf of End-User Department</b> |  |