



MINUTES OF COMPULSORY TENDER BRIEFING			
REQUEST FOR PROPOSAL: APPOINTMENT OF A MULTIDISCIPLINARY CONSULTANCY COMPANY TO PROVIDE EPCM SERVICES FOR PRASA CAPITAL PROGRAMME EXECUTION AND MODERNISATION PROGRAMME ACCELERATION FOR A PERIOD OF FIVE YEARS - BID NUMBER: HO/PT/EPCM/216/11/2022			
DISTRIBUTION			
DATE		11 November 2022@ 10h00	
LOCATION		Microsoft Teams Meeting	
PRESENT: Bidders on Microsoft Teams			
ITEM	MINUTES	ACTION BY	DUE BY
1.	OPENING AND WELCOME		
1.1	The Chairperson welcomed all present at the meeting.	Agnes Sekhuthe (AS)	
1.1.1	<ul style="list-style-type: none">• All bidders must type their e-mail address "only" in the Microsoft Teams Meeting chat box so that PRASA will be able to provide all the correspondence related to this bid using the supplied email address.• Presentation and Briefing meeting minutes will be sent to all bidders by next week Thursday, 18th November 2022.• Bidders must call AS if they would not have received email with Presentation and Briefing meeting minutes.• Bidders must copy rmoagi@prasa.com to ensure that all emails are answered.	Agnes Sekhuthe (AS)	11 Nov. 2022
1.1.2	<ul style="list-style-type: none">• Request for Proposal (RFP) documents are available at the National Treasury website (https://www.etenders.gov.za).	Agnes Sekhuthe (AS)	
1.3	A high-level scope of work was highlighted to all the bidders: The background of the project entails appointing a single professional service provider to assist with implementing and accelerating some of the projects as highlighted in the current corporate plan is basically an agreement between PRASA board of control and our shareholder, the Department of Transport. PRASA Corporate Plan 2021-24 has been provided as Annexure 5 and the focus of this bid is around Pillar number 1, 2 and 7 including potential future projects.	Khuliso Tshiongo (KT)	
2.0	PRESENTATIONS		
2.1	SUPPLY CHAIN MANAGEMENT REQUIREMENTS	Agnes Sekhuthe (AS)	
	Agnes Sekhuthe presented the SCM/Tender requirements as follows:		
2.1.1	The tender will be evaluated in three (3) stages: <ul style="list-style-type: none">• Stage 1A – Mandatory Requirement means that if the bidder does not submit the items listed in the table they will be automatically disqualified.		



	<ul style="list-style-type: none"> • The bidders are to peruse the CSD (Central Supplier Database) website to access the suppliers in order to meet the requirements for the subcontracting. Should the bidders need to include their current subcontractor under the listed services, the bidders must ensure that the contractor is register on the CSD before the Tender closing date. • PRASA is still adhering to 30% sub-contracting requirements until further notice or after the lapse of 12 months grace period as granted by the constitutional court. Required Professionals Services can be accessed using the project number for this bid through the following link: www.csd.gov.za. • Stage 1B – Mandatory Requirements – bidders will without proof of a valid proof of professional registration with seven listed statutory bodies in Slide 6 will be automatically disqualified. • Stage 1C – Basic Compliance Requirement – bidders will be given 7 days to submit the items listed in Slide 7 and 8 of the presentation. • Stage 2 – Technical Requirements – the technical requirements consist of 80% threshold of which if a bidder's technical evaluation score is below this threshold, the bidder will not be evaluated further for the price and BBBEE. • Stage 3 – Price and BBBEE Requirements – bidders will be evaluated on their price and BBBEE as follows: <ul style="list-style-type: none"> • Price will be evaluated on the 90/10 principle for this RFP. • 90 points will be allocated to bidders with verified lowest price and 10 points will be allocated according to the BBBEE Level of contribution stated in the BBBEE certificate. 		
2.2.2	<ul style="list-style-type: none"> • AS stated that bidders must populate their queries on RFP Clarification Form "Annexure 1" which is uploaded on the National Treasury e-tender portal and submit to the e-mail address asekhuthe@prasa.com and copy Rosemary Moagi on-email address rmoagi@prasa.com. • A consolidated BBBEE certificate must be submitted for joint ventures/consortium. If the BBBEE is not consolidated the bidder will not be allocated points for BBBEE on Stage 3 of the evaluation. • The tender is based on a two-envelope tender system. Envelope/parcel/Box 1 is for compliance and technical proposal and then Envelope/parcel/Box 2 is for pricing proposal. • Bidders must complete the PRICE SCHEDULE (ANNEXURE A) in Volume 2 of this RFP as part of FORM C (TENDER FORM). • Bidders must submit 1 original, 1 copy and 2 memory stick (USB's) or CDs labelled as Volume 1 and Volume 2 for the tender proposal package for Envelope/parcel/Box, 1 memory stick or CD 		

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	marked Volume 1 on the Volume 1 package and do the same for Volume 2 package. <ul style="list-style-type: none"> Envelope/parcel/Box. RFP Proposal submissions must be clearly marked with the bidding company's name outside each wrapped Envelope/parcel/Box. 		
2.3.1	<ul style="list-style-type: none"> The tender closing dates are as follows: <ol style="list-style-type: none"> HO/PT/EPCM/216/11/2022 (EPCM) - Closing Date and Time: 09 December 2022 @12H00 Place for all four tenders: 30 Wolmarans Street, Braamfontein, Johannesburg (There will be a tender proposal submission register which has to be completed by all the bidders submitting the tenders) Bidders who submit their proposals through Courier Services must ensure that their package is clearly labelled with the bidder's name outside the package so that we the courier service driver is able to complete the submission register properly. 		
2.4.1	SCM Presentation recap: <ul style="list-style-type: none"> NB: Familiarize yourself with the requirements on the Stage 1A (mandatory requirement) so that you are not disqualified from the beginning. If you don't meet either one of those items listed on the slide you it's an automatic disqualification. We cannot proceed to evaluate your tender. Same as stage 1B technical requirements, any of the items listed under stage 1B. Please take note because if you fail from here, there is no opportunity to be evaluated on your technical requirement on your stage two functional requirements, or even look at your price. So please make sure that you submit a proposal which first meet stage 1A and stage 1B. 		
3.3	TECHNICAL REQUIREMENTS	Khuliso Tshiongo (KT)	
3.3.1	Mr Khuliso Tshiongo took the bidders through the technical aspects of the presentation. (See slide 18 until 33). Presentation forms part of minutes, to be shared with all bidders and will be uploaded on the national treasury website.		
3.3.2	Agnes Sekhuthu requested that all technical questions be submitted to her on the clarification form (Annexure 1, Not via e-mail)		
4.	BRIEFINGS QUESTIONS		



4.1	<p>Question 1 (Q1): <u>Table 2.1 explanation in relation with the required training</u></p> <p>Answer 1 (A1): The LUMP SUM SCHEDULE OF PRICES is required for once-off services for developing Project Lifecycle Process (PLP) Manuals and Enterprise Supplier Development (ESD) Plan. PLP Training (as and when required via MS Teams) and monthly update of the ESD will be performed using SCHEDULE OF REMUNERATION RATES.</p> <p>Q2: <u>Do we have to form consortiums or Joint Venture (JV's) or Subconsultant?</u></p> <p>A2: PRASA requires bidders to submit a consolidated tender including subconsultants if the submitted bid is led by the main consultant, including a joint venture agreement/ subcontracting agreement</p> <p>Q3: <u>Adequacy of Mock hours estimated in the SCHEDULE OF REMUNERATION RATES?</u></p> <p>A3: The mock hours are intended for the Bid Evaluation Committee (BEC) to evaluate hourly rates by using mock hours to calculate tender prices to be used for bid evaluation purposes only.</p> <p>The Project rates submitted in the SCHEDULE OF REMUNERATION RATES submitted by the tenderers when tendering will determine the rates of remuneration in line with the overall annual cost ceilings per year for this bid is estimated to be R300,000,000.00 exclusive of travel and subsistence disbursements.</p> <p>Q4: <u>from these schedules, which one do we now take to the to the offer?</u></p> <p>A4: Bidders' Price offer must combine both SCHEDULE OF REMUNERATION RATES and LUMP SUM SCHEDULE OF PRICES. Summary of the bid price (the offer) is contained at the bottom of SCHEDULE OF REMUNERATION RATES table.</p> <p>Q5: <u>type of services and how bidders are going to cost it?</u></p> <p>A5: This is a time-based contract over a period of 5-year, type of services (Task Order) will be determined by PRASA with the successful bidder and payment will based on tendered staff rates multiplied by time applied for each staff member. Thus, the rates</p>		
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	submitted by the winning bidder will used as the starting point for budget control when allocating work packages in line with the overall annual cost ceilings per year.		
	e-mail address provided in the chat box will be used for all the communication from today for this bid and we will share their presentation with all the bidders. Furthermore, PRASA will also upload it on the National Treasury website as this is non-compulsory bid	Agnes Sekhuthe (AS)	11 Nov.22

Signed as a true record**CHAIR OF THE MEETING**15 November 2022**DATE****TECHNICAL MEMBER OF THE MEETING**15 November 2022**DATE**